



राष्ट्रीय आधुनिक कला संग्रहालय
(संस्कृति मंत्रालय)
जयपुर हाउस, इण्डिया गेट
नई दिल्ली-110003
फोन 011-23386111
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National Gallery of Modern Art
(Ministry of Culture)
Jaipur House, India Gate
New Delhi-110003
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राष्ट्रीय आधुनिक
कला संग्रहालय
NATIONAL GALLERY
OF MODERN ART

No. F. C-11001/2014-15/NGMA

August 23, 2014

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 and Supplying of Catalogue, Portfolio, Big and Small size Reproductions and Greeting Cards etc.**, 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 within 15 days from the uploading of this Tender Notice on websites.

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 and on the Gallery's website www.ngmaindia.gov.in.

Tender forms are available for sale at the 'Sale Counter' of the Tender Inviting Authority at National Gallery of Modern Art, Jaipur House, India Gate, New Delhi at a cost of Rs. 500/- per form.

Bids received incomplete or after due date will not be entertained. Only shortlisted bidders will be called at the time of opening of technical and financial bids.


(Prof. Rajeev Lochan)
Director

No. F. C-11001/2014-15/NGMA
National Gallery of Modern Art
Government of India, Ministry of Culture
Jaipur House, New Delhi-110003

Sub : **Printing and Supplying of Catalogue, Portfolio, Big and Small size Reproductions and Greeting Cards 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, NGMA, from registered and reputed agencies empanelled with Directorate of Printing for Printing / DAVP and Supplying of **Printing and Supplying of Catalogue, Portfolio, Big and Small size Reproductions and Greeting Cards 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 equipments 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 2014. 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
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"	3
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 / equipments	1
F. Storage Space - Secured space		

10. The rates quoted shall remain valid atleast for one year from the date of award of contract.
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 2014. 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 last 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 & 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 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 Catalogue, Portfolio, Big and Small size Reproductions and Greeting Cards etc.,.**

This should be addressed to the Administrative Officer , 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 within 15 days from the uploading of this Tender Notice on websites.

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:-

Sd/-
(S.K. Misra)
Administrative Officer

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-11001/2014-15/NGMA
National Gallery of Modern Art
Government of India, Ministry of Culture
Jaipur House, New Delhi-110003

Sub : PRINTING AND SUPPLYING OF CATALOGUE, PORTFOLIO, BIG AND SMALL SIZE REPRODUCTIONS AND GREETING CARDS ETC., TO NGMA, NEW DELHI.

SPECIFICATIONS

S.No.	Description & Specification
1.	<p><u>Catalogue – I</u></p> <p>Size: 22.5 cm x 29.5 cm Paper : Cover: 270 IRIS S.G. White / 280 gsm Natural Evolution Text: 170 gsm Art Matt Paper (Magno / Gendor's Matte only) Cover Leaf (Facing one): Semi Transparent Paper of Conqueror brand (as per sample at this office) Images : 54 (approx.) No. of Pages: 40 + 4 cover pages Printing: 4 to 5 colours on Cover and for images in text pages (as per design and requirement for the perfect colour reproduction of pictures) Special Feature: Anti Scratch, anilox online coating on cover and spot coating on all pictures on inside pages. Binding: Section Sewing + PUR Perfect binding with die creasing on cover.</p> <p>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><u>Catalogue - II</u></p> <p>Size: 22.5 cm x 29.5 cm Paper : Cover: 270 IRIS S.G. White / 280 gsm Natural Evolution Text: 170 gsm Art Matt Paper (Magno / Gendor's Matte only) Cover Leaf (Facing one) : Semi Transparent Paper of Conqueror brand (as per sample at this office) Images : 80 (approx.) No. of Pages : 92 + 4 cover pages Printing: 4 to 5 colours on Cover and images in text pages (as per design and requirement for the perfect colour reproduction of pictures) Special Feature: Anti Scratch, anilox online coating on cover and spot coating on all pictures on inside pages. Binding: Section Sewing + Perfect binding with die creasing on cover.</p> <p>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>Catalogue – III Size: 28.2cm X 30.8 cm Paper : Cover: 270 IRIS S.G. White / 280 gsm Natural Evolution Text: 170 gsm Art Matt Paper (Magno / Gendor’s Matte only) Cover Leaf (Facing one): Semi Transparent Paper of Conqueror brand (as per sample at this office) Images : 51 (approx.) No. of Pages : 62 + 4 cover pages Printing: 4 to 5 colours on Cover and images in text pages (as per design and requirement for the perfect colour reproduction of pictures) Special Feature: Anti Scratch, anilox online coating on cover and spot coating on all pictures on inside pages. Binding: Section Sewing + Perfect binding with die creasing on cover. 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.	<p>Catalogue –IV Size : 7” x 9.75” (Portrait/Landscape) Paper Cover : Cover: 270 IRIS S.G. White / 280 gsm Natural Evolution Inside : 130 gsm IRIS SG White / 145 gsm Natural evolution Text : 6000 words (Approx.) Images : 140-50 images (approx) No. of pages : 96 + 4 cover pages Printing: 4 to 5 colours on Cover and images in text pages (as per design and requirement for the perfect colour reproduction of pictures) Special Feature: Anti Scratch, anilox online coating on cover and spot coating on all pictures on inside pages. Binding: Section Sewing + Perfect binding with die creasing on cover. 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>
5.	<p>Catalogue – V Size : 7” x 9.75” (Portrait/Landscape) Paper Cover : Cover: 270 IRIS S.G. White / 280 gsm Natural Evolution Inside : 130 gsm IRIS SG White / 145 gsm Natural evolution Text : 6000 words (Approx.) Images : 140-50 images (approx) No. of : 146+4 cover pages pages Printing: 4 to 5 colours on Cover and images in text pages (as per design and requirement for the perfect colour reproduction of pictures) Special Feature: Anti Scratch, anilox online coating on cover and spot coating on all pictures on inside pages. Binding: Section Sewing + Perfect binding with die creasing on cover. 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>

6.	<p><u>NGMA Leaflet</u></p> <p>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</p> <p>Inside Pages : 36 Paper : Imported matt 130gsm Art paper Fabrication : Centre Stitch Coating : Anilox online coating on all pages</p> <p>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>
7.	<p><u>Exhibition Booklet for Distribution</u></p> <p>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</p> <p>Inside Pages : 16 Paper : Magno matt 130gsm Art paper Fabrication : Centre Stitch Coating : Anti scratch, matte finish, anilox online coating on all pages</p> <p>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>
8	<p><u>Exhibition Booklet for Distribution</u></p> <p>Size : 8.27x11.69” Open Size : 11.69x16.54” Color : 4+4 Paper : 270 IRIS S.G. White / 280 gsm Natural Evolution Inside Pages : 16 Fabrication : Centre Stitch Coating : Anti scratch, matte finish, anilox online coating on all pages</p> <p>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</p>
9.	<p><u>Colour Reproduction</u></p> <p>Size : 22” x 35” Printing : (4+0) Offset multi colour throughout on one side of the paper. Paper : 170 GSM Magno Art paper mat finish. Binding : Each sheet to be cut separately and packed in carton of 100 each. Coating : Anti scratch, matte finish, anilox online coating on all pages</p> <p>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>

10.	<p><u>Colour Reproduction – Small</u></p> <p>Size : 17" x 24" Printing : (4+0) Offset multi colour throughout on one side of the paper. Paper : 170 GSM Magno Art paper mat finish. Binding : Each sheet to be cut separately and packed in carton of 100 each. Coating : Anti scratch, matte finish, anilox online coating on all pages</p> <p>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>
11.	<p><u>Portfolio (With Cover and 6 leafs inside)</u></p> <p><u>a) Portfolio cover</u></p> <p>Size : 15" x 20" finished Open size 30x20 inch + Spine and Pocket Colour : 4 + 0 Paper : 300 gsm ITC pearl graphic card / JK Ultima. Fabrication : Die cutting, creasing & shrink wrapping after inserting printed posters. Coating : Anti scratch, matte finish, anilox online coating on all pages</p> <p><u>b) Inside sheets</u></p> <p>Size : 14" x 19" Colour : 4+0 Paper : 300gsm ITC pearl graphic card / JK Ultima Qty. : 6 kinds Fabrication : Cut to size Coating : Anti scratch, matte finish, anilox online coating on all pages</p> <p>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>
12.	<p><u>Portfolio Big (With Cover and 6 leafs inside)</u></p> <p><u>Portfolio Envelope</u></p> <p>Size : 18" x 21" Finished Open size 36x21 inch + spine and pocket. Colour : 4 + 0 Paper : 300 GSM ITC Pearl Graphic Card / JK Ultima Proofing Cost : As per set basis Fabrication : Die Cutting, creasing, Pasting Shrink wrapping after inserting printed posters. Coating : Anti scratch, matte finish, anilox online coating on all pages</p> <p><u>Inside leaf</u></p>

	<p>Size : 17" x 20"</p> <p>Colour : 4 + 0</p> <p>Paper : 300 GSM ITC Pearl Graphic Card / JK Ultima</p> <p>Fabrication : Cut to size</p> <p>Coating : Anti scratch, matte finish, anilox online coating on all pages</p> <p>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>
13.	<p><u>Greeting Cards</u></p> <p>Size : 5.5"x4" folded ; 5.5" x8" Open</p> <p>Printing : (4+0) Offset multi colour on front side and single colour on back side.</p> <p>Paper : 300 GSM imported Plastic coated art card.</p> <p>Binding : Each to cut separately with a crease at the centre using die creasing technique for better accuracy.</p> <p>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>
14.	<p><u>Greeting Cards with colored envelope</u></p> <p>Size : 5.5"x4" folded; 5.5" x8" Open</p> <p>Printing : (4+0) Offset multi colour on front side and single colour on back side.</p> <p>Paper : 300 GSM imported Plastic coated art card.</p> <p>Envelope Paper : 115-120 gsm sunshine paper.</p> <p>Binding : Each to cut separately with a crease at the centre.</p> <p>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>

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.*

No. F. C-11001/2014-15/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 CATALOGUE, PORTFOLIO, BIG AND SMALL SIZE REPRODUCTIONS AND GREETING CARDS 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, 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 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 (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, 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 (NGMA) which he shall be at liberty to refuse, if he thinks fit.
11. Tax deduction at source (TDS) will be levied as per Rule.
12. 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.

13. 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.
14. 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.
15. 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.

Sd/-
(S.K. Misra)
Administrative Officer
NGMA, New Delhi

No. F. C-11001/2014-15/NGMA
National Gallery of Modern Art
Government of India, Ministry of Culture
Jaipur House, New Delhi-110003

TECHINICAL BID

Sub : **PRINTING AND SUPPLYING OF CATALOGUE, PORTFOLIO, BIG AND SMALL SIZE REPRODUCTIONS AND GREETING CARDS 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
2011-12		
2012-13		
2013-14		

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			Yes	No
1	Typesetting through DTP in Hindi/English/and other Indian Regional Languages with including designing facility.	8-10 Work Stations		
2	CTP (Computer to Plate) at least 28" x 40" with upto 650 lpi	1		
B. Process Section				
1	Having facility for Colour Scanning, System Work 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"	3		
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 to 8 clamps)	1		
8	Lamination Machine	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				

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 Catalogue, Portfolio, Big & Small Size Reproductions and Greeting Cards 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-11001/2014-15/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 **Catalogue, Portfolio, Big and Small size Reproductions and Greeting Cards 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.	<p><u>Catalogue - I</u></p> <p>Size: 22.5 cm x 29.5 cm</p> <p>Paper : Cover: 270 IRIS S.G. White / 280 gsm Natural Evolution; Text: 170 gsm Art Matt Paper (Magno / Gendor's Matte only)</p> <p>Cover Leaf (Facing one): Semi Transparent Paper of Conqueror brand (as per sample at this office)</p> <p>Images : 54 (approx.)</p> <p>No. of Pages: 40 + 4 cover pages</p> <p>Printing: 4 to 5 colours on Cover and for images in text pages (as per design and requirement for the perfect colour reproduction of pictures)</p> <p>Special Feature: Anti Scratch, Anilox online coating on cover and spot coating on all pictures on inside pages.</p> <p>Binding: Section Sewing + PUR Perfect binding with die creasing on cover.</p> <p>Note : Perfect colour correction of images of paintings / photograph, etc., will be done by the Printer on system by qualified person and thereafter colour</p>			

	Epson proof of all picture and after that jumble colour machine proof required for approval.			
(i)	500 Nos	Each		
(ii)	1000 Nos	Each		
(iii)	1500 Nos	Each		
(iv)	2000 Nos	Each		
1 (a)	Charges for Additional pages of text + images	Per pages		
2.	<p><u>Catalogue - II</u></p> <p>Size: 22.5 cm x 29.5 cm</p> <p>Paper : Cover: 270 IRIS S.G. White / 280 gsm Natural Evolution; Text: 170 gsm Art Matt Paper (Magno / Gendor's Matte only)</p> <p>Cover Leaf (Facing one) : Semi Transparent Paper of Conqueror brand (as per sample at this office)</p> <p>Images : 80 (approx.)</p> <p>No. of Pages : 92 + 4 cover pages</p> <p>Printing: 4 to 5 colours on Cover and images in text pages (as per design and requirement for the perfect colour reproduction of pictures)</p> <p>Special Feature: Anti Scratch, anilox online coating on cover and spot coating on all pictures on inside pages.</p> <p>Binding: Section Sewing + Perfect binding with die creasing on cover.</p> <p>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>			
(i)	500 Nos	Each		
(ii)	1000 Nos	Each		
(iii)	1500 Nos	Each		
(iv)	2000 Nos	Each		
2 (a)	Charges for Additional pages of text + images	Per pages		
3.	<p><u>Catalogue – III</u></p> <p>Size: 28.2cm X 30.8 cm</p> <p>Paper : Cover: 270 IRIS S.G. White / 280 gsm Natural Evolution; Text: 170 gsm Art Matt Paper (Magno / Gendor's Matte only)</p> <p>Cover Leaf (Facing one): Semi Transparent Paper of Conqueror brand (as per sample at this office)</p> <p>Images : 51 (approx.)</p>			

	<p>No. of Pages : 62 + 4 cover pages</p> <p>Printing: 4 to 5 colours on Cover and images in text pages (as per design and requirement for the perfect colour reproduction of pictures)</p> <p>Special Feature: Anti Scratch, anilox online coating on cover and spot coating on all pictures on inside pages.</p> <p>Binding: Section Sewing + Perfect binding with die creasing on cover.</p> <p>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>			
(i)	500 Nos	Each		
(ii)	1000 Nos	Each		
(iii)	1500 Nos	Each		
(iv)	2000 Nos	Each		
3 (a)	Charges for Additional pages of text + images	Per pages		
4.	<p>Catalogue –IV</p> <p>Size : 7" x 9.75" (Portrait/Landscape)</p> <p>Paper</p> <p>Cover : Cover: 270 IRIS S.G. White / 280 gsm Natural Evolution</p> <p>Inside : 130 gsm IRIS SG White / 145 gsm Natural evolution</p> <p>Text : 6000 words (Approx.)</p> <p>Images : 140-50 images (approx)</p> <p>No. of pages : 96 + 4 cover pages</p> <p>Printing: 4 to 5 colours on Cover and images in text pages (as per design and requirement for the perfect colour reproduction of pictures)</p> <p>Special Feature: Anti Scratch, anilox online coating on cover and spot coating on all pictures on inside pages.</p> <p>Binding: Section Sewing + Perfect binding with die creasing on cover.</p> <p>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>			
(i)	For 500	Each		
(ii)	For 1000	Each		
(iii)	For 1500	Each		
(iv)	For 2000	Each		

4 (a)	Charges for Additional pages of text + images	Per pages		
4 (b)	Additional Charges for Hard Bound Cover with Duct Jacket and Hard Bound case for outer cover of book. Document case will be made from imported board with laminated Art Paper passed around it having 4 colour printing.	Each		
(i)	For 500	Each		
(ii)	For 1000	Each		
(iii)	For 1500	Each		
(iv)	For 2000	Each		
5.	<p>Catalogue – V Size : 7" x 9.75" (Portrait/Landscape) Paper Cover : Cover: 270 IRIS S.G. White / 280 gsm Natural Evolution Inside : 130 gsm IRIS SG White / 145 gsm Natural evolution Text : 6000 words (Approx.) Images : 140-50 images (approx) No. of : 146+4 cover pages pages Printing: 4 to 5 colours on Cover and images in text pages (as per design and requirement for the perfect colour reproduction of pictures) Special Feature: Anti Scratch, anilox online coating on cover and spot coating on all pictures on inside pages. Binding: Section Sewing + Perfect binding with die creasing on cover. 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>			
(i)	For 500	Each		
(ii)	For 1000	Each		
(iii)	For 1500	Each		
(iv)	For 2000	Each		
5 (a)	Charges for Additional pages of text + images	Per pages		
5 (b)	Additional Charges for Hard Bound Cover with Duct Jacket and Hard Bound case for outer cover of book. Document case will be made from imported board with laminated Art Paper passed around it having 4 colour printing.	Each		
(i)	For 500			
(ii)	For 1000			
(iii)	For 1500			
(iv)	For 2000			

6.	<p><u>NGMA Leaflet</u></p> <p>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</p> <p>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>			
(i)	5000 Nos	Each		
(ii)	10000 Nos	Each		
(iii)	15000 Nos	Each		
(iv)	20000 Nos	Each		
6 (a)	Charges for Additional pages of text + images	Per pages		
7.	<p><u>Exhibition Booklet for Distribution</u></p> <p>Open Size : Width – 23.0 cm; Height - 15.0 cm Closed Size : W - 11.5 cm; H - 15.0 cm</p> <p>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.</p> <p>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>			

(i)	1000 Nos	Each		
(ii)	2000 Nos	Each		
(iii)	2500 Nos	Each		
(iv)	3500 Nos.	Each		
(v)	5000 Nos.	Each		
7(a)	Charges for Additional pages of text + images	Per pages		
8	<p><u>Exhibition Booklet for Distribution</u></p> <p>Size : 8.27x11.69” Open Size : 11.69x16.54” Color : 4+4 Paper : 270 IRIS S.G. White / 280 gsm Natural Evolution Inside Pages : 16 Fabrication : Centre Stitch Coating : Anti scratch, matte finish, anilox online coating on all pages</p> <p>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</p>			
(i)	1000 Nos	Each		
(ii)	2000 Nos	Each		
(iii)	2500 Nos	Each		
(iv)	3500 Nos.	Each		
(v)	5000 Nos.	Each		
9.	<p><u>Colour Reproduction</u></p> <p>Size : 22” x 35” Printing : (4+0) Offset multi colour throughout on one side of the paper. Paper : 170 GSM Magno Art paper mat finish. Binding : Each sheet to be cut separately and packed in carton of 100 each. Coating : Anti scratch, matte finish, anilox online coating on all pages</p> <p>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>			

(i)	1000 per kind	Each		
(ii)	1500 per kind	Each		
(iii)	2000 per kind	Each		
(iv)	3000 per kind	Each		
10.	<p><u>Colour Reproduction – Small</u></p> <p>Size : 17" x 24"</p> <p>Printing : (4+0) Offset multi colour throughout on one side of the paper.</p> <p>Paper : 170 GSM Magno Art paper mat finish.</p> <p>Binding : Each sheet to be cut separately and packed in carton of 100 each.</p> <p>Coating : Anti scratch, matte finish, anilox online coating on all pages</p> <p>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>			
(i)	1000 per kind	Each		
(ii)	1500 per kind	Each		
(iii)	2000 per kind	Each		
(iv)	3000 per kind	Each		
11.	<p><u>Portfolio (With Cover and 6 leafs inside)</u></p> <p>a) Portfolio cover</p> <p>Size : 15" x 20" finished Open size 30x20 inch + Spine and Pocket</p> <p>Colour : 4 + 0</p> <p>Paper : 300 gsm ITC pearl graphic card / JK Ultima.</p> <p>Fabrication : Die cutting, creasing & shrink wrapping after inserting printed posters.</p> <p>Coating : Anti scratch, matte finish, anilox online coating on all pages</p> <p>b) Inside sheets</p> <p>Size : 14" x 19"</p> <p>Colour : 4+0</p> <p>Paper : 300gsm ITC pearl graphic card / JK Ultima</p> <p>Qty. : 6 kinds</p> <p>Fabrication : Cut to size</p> <p>Coating : Anti scratch, matte finish, anilox online coating on all pages</p>			

	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 per kind	Each		
(ii)	1500 per kind	Each		
(iii)	2000 per kind	Each		
(iv)	3000 per kind	Each		
12.	<p>Portfolio Big (With Cover and 6 leafs inside) Portfolio Envelope Size : 18" x 21" Finished Open size 36x21 inch + spine and pocket. Colour : 4 + 0 Paper : 300 GSM ITC Pearl Graphic Card / JK Ultima Proofing Cost: As per set basis Fabrication : Die Cutting, creasing, Pasting Shrink wrapping after inserting printed posters. Coating : Anti scratch, matte finish, anilox online coating on all pages</p> <p>Inside leaf Size : 17" x 20" Colour : 4 + 0 Paper : 300 GSM ITC Pearl Graphic Card / JK Ultima Fabrication : Cut to size Coating : Anti scratch, matte finish, anilox online coating on all pages</p> <p>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>			
(i)	1000 per kind	Each		
(ii)	1500 per kind	Each		
(iii)	2000 per kind	Each		
(iv)	3000 per kind	Each		
13.	<p>Greeting Cards Size : 5.5"x4" folded ; 5.5" x8" Open Printing: (4+0) Offset multi colour</p>			

	<p>on front side and single colour on back side.</p> <p>Paper : 300 GSM imported Plastic coated art card.</p> <p>Binding : Each to cut separately with a crease at the centre using die creasing technique for better accuracy.</p> <p>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>			
(i)	1000 Nos.	Each		
(ii)	1500 Nos.	Each		
(iii)	2000 Nos.	Each		
(iv)	2500 Nos.	Each		
14.	<p><u>Greeting Cards with colored envelope</u></p> <p>Size : 5.5"x4" folded ; 5.5" x8" Open</p> <p>Printing : (4+0) Offset multi colour</p> <p>on front side and single colour on back side.</p> <p>Paper : 300 GSM imported Plastic coated art card.</p> <p>Envelope Paper : 115-120 gsm sunshine paper.</p> <p>Binding : Each to cut separately with a crease at the centre using die creasing technique for better accuracy.</p> <p>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>			
(i)	1000 Nos.	Each		
(ii)	1500 Nos.	Each		
(iii)	2000 Nos.	Each		
(iv)	2500 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.