

F. No. C-11001/2015/NGMA

National Gallery of Modern Art
(Ministry of Culture)
Jaipur House, New Delhi - 110003
Ph. 91-011-23384640 ; 23382835
www.ngmaindia.gov.in

**Tender Notice for Production and supply of
Memorabilia and souvenir items for Museum Shop**

NGMA invites Tender for Rate -contract from reputed and experienced firm / consortium of firms of repute. Those who have executed similar job / work for any reputable Gallery / Museums of comparable standing in the past, would be preferred.

National Gallery of Modern Art (NGMA) is a subordinate office of Ministry of Culture, Government of India and is a premier Institute of Modern & Contemporary Art in India. NGMA maintain Museum 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 items on urgent basis for Museum Shop.

The Rate- Contract for supplying memorabilia and various souvenir items at NGMA will initially be for a period of one year which could be extended by the Competent Authority upon satisfactory completion and on mutually agreed terms & conditions. The quotation in the prescribed proforma may be addressed to the Director, National Gallery of Modern Art, Jaipur House, New Delhi.

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 07.09.2015 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 last date for submission is 07.09.2015 at 3.00 pm

Place: NGMA, New Delhi

Date: 07.09.2015


(Director)



F. No. C-11001/2015/NGMA
National Gallery of Modern Art
Jaipur House, New Delhi-110003

August 24, 2015

NOTICE INVITING QUOTATIONS

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. 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 showing 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 replenish and augment the stock of the Art Shop, Director, National Gallery of Modern Art invites item-rate quotations from reputed manufactures/suppliers for production and supply of various items 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/ suppliers may quote their competitive item-rates in the proforma attached as Annexure - 'B'.

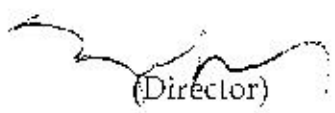
Terms and conditions of contract:-

1. The responding bidders should have experience of at least one / two years in the field. Those who have undertaken similar job for reputed Galleries / Museums of comparable standing in the past would be preferred. Successful bidder should be capable of producing and supplying the items at short notice also. A list of similar jobs undertaken and the details of their clients including galleries / museums may be attached with the Quotation.
2. The tenderers should have the requisite Registration no. , 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.
3. **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.

4. It should not have been blacklisted by any Government organization.
5. 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.
6. 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.
7. Payment will be released after submission of Bill in triplicate 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.
8. The material used for production of the mugs, coasters, leather pads should be of high quality as per specifications mentioned in the financial bid format and no substandard items/ articles would be acceptable.
9. The images of Art works, write-up on the Artists' and any other text etc. for printing on the memorabilia and souvenir items would be supplied by NGMA.
10. Samples of various earlier produced souvenir mugs, coasters, fridge magnets, leather items, etc., can be seen at NGMA on demand.
11. The Rate- Contract will initially be for a period of one year extendable by another year by mutual consent. Rate-contract may be terminated any time without assigning any reason. Rates quoted should be **exclusive** of Taxes and levies.
12. Taxes and levies as applicable shall be indicated separately.
13. The tenderer shall submit the final design of the items ordered and obtain the approval of the Director, National Gallery of Modern Art, New Delhi before going in for final production.
14. The Tenders should be submitted in two sealed Envelope Cover :
 - a) The first sealed cover should be superscribed "Technical Bid" and should contain.

- 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 "Tender for Production and supply of Memorabilia and Souvenir Items for NGMA". 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 7th September 2015 at 3.00 pm.
15. Quotations received after the due date i.e., 7th September 2015 at 3.00 pm will not be entertained.
16. Director , NGMA , would have liberty to visit production- site of a successful bidder before awarding work-order.
17. 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.
18. 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.
19. 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.
20. 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.
21. Termination Clause: The contract can be terminated anytime without assigning any reason / notice by the NGMA.


(Director)

National Gallery of Modern ArtSpecifications for souvenir itemsCeramic Coffee Mug :-

			<u>Height</u>	<u>Diameter</u>	
				<u>Top</u>	<u>Bottom</u>
(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 Transfers printing of Art works and NGMA logo by baking process using 750° Celsius.		
(iv)	Grade	-	Super White Grade 'A' (as per sample)		
(v)	Capacity	-	Approx 300 ml.		
(vi)	Packaging	-	Best quality Card-board box with transparent window on one side duly printed with image of art works and NGMA logo for packing two mugs.		
(vii)	Descriptive Card	-	Card size 3 ½" x 2" either on recycled paper or on art matt card with single colour printing on both sides and good quality coloured thread duly tied to each souvenir mugs.		

2. Coaster

(i)	Size	-	9.0 x 9.0 cms. (With rounded corners)
(ii)	Thickness	-	a) MDF - 6 to 7mm (minimum) b) Acrylic – 15 mm
(iii)	Material	-	a) MDF – laser cutting b) Acrylic – round cornered
(iv)	Cutting	-	Laser cutting / round cornered
(iv)	Printing	-	Four colour printing
(v)	Packaging	-	a) MDF coaster be packed in the set of 4 coasters 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 and b) Acrylic coaster needs to be packed individually 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 :-

- | | | | |
|-------|-----------|---|--|
| (i) | Size | - | a) 6.0 x 9.0 cms. (With rounded corners)
b) 15 x 21 cms (with rounded corners) |
| (ii) | Thickness | - | 3-3.5 mm (minimum) |
| (iii) | Material | - | MDF / Plastic |
| (iv) | Printing | - | Four Colour printing with lamination |
| (v) | Packing | - | Set of Two fridge magnets packed in card-board box with transparent window on one side duly printed with the logo address of NGMA appropriately on the other side. |

4. Paper weight :-

- | | | | |
|-------|-----------|---|---|
| (i) | Size | - | a) 6.0 x 6.0 cms. (With rounded corners)
b) 9.0 x 9.0 cms (with rounded corners) |
| (ii) | Material | - | Acrylic |
| (iii) | Thickness | - | 12-15 mm (minimum) |
| (iv) | Printing | - | Front - Four colour printing of Art work in between.
Back - Transparent, art work detail and NGMA logo |
| (v) | Packing | - | Each Set packed in card-board box with transparent window on one side duly printed with the logo and address of NGMA on the other side. |

5. Carry Bags :-

- | | | | |
|-------|----------|---|--|
| (i) | Size | - | (a) 50.0 x 38 cms.
(b) 38.0 x 30 cms. |
| (ii) | Material | - | a) Good quality Canvas 380gsm
b) Tote (Cloth)
c) Tetron bag with canvas pocket |
| (iii) | Printing | - | Four colour Ecosolvent printing 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 | - | Crepe. |
| (iii) | Printing | - | Four Colour |
| (iv) | Packing | - | Seal King Poly envelope with hardener and Tag attached to scarf. |

7. Mouse Pad

- (i) Size - 22 x 18.0 cms.
- (ii) Material - Foam based rubber(Eva Sheet)/Imported Rubberised 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. Hairclips

- (i) Size - 1.25 x 3.75 cms. (approx.)
- (ii) Material - Plastic Hair Clip
- (iii) Printing - Four colour printing with gloss lamination on the top – as per sample.
- (iv) Packing - Each pad packed in good quality self adhesive plastic sleeve.

9. T-Shirts

A. Polyster T-shirts

- Fabric - Polyster
- Weight - 150 gm
- Print - Overall Digital printing with NGMA logo
- Size - Large / Med
- Inputs - Image in four colour
- Quantity - 500/1000
- Packing - Each T Shirt packed in good quality self adhesive plastic sleeve.

B. Cotton T-shirts

- Fabric - 100% Cotton – Polo Neck Half Sleeves
- Weight - 160 gm grade One
- Print - Printing in Front with NGMA logo on the back.
- Size - Large / Med
- Inputs - 8 x 10" size Image in front with four colour printing
- Quantity - 500/1000
- Packing - Each T Shirt packed in Seal King plastic sleeve.

10. Leather Products

Leather Passport Holder – As per sample available at NGMA

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

11. Docket Folder A/4 size – As per sample available at NGMA

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

12. iPad Cover – As per sample available at NGMA

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

13. Visiting Card Holder – As per sample available at NGMA

Size: 4 x 3.25 inches with top flap of 3 x 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

14. Baggage Tag – As per sample available at NGMA

Size: 5 x 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

15. Leather Journal – As per sample available at NGMA

Size: 9 x 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

16. Trivets – As per sample available at NGMA

Size: 8 x 8 inches
Painting: digitally printed on Mdf wood
Material: High Grade MDF of 12mm thickness
Printing : Four colour printing
Packaging : Each piece packed in good quality seal king poly

17. Cushion Covers – As per sample available at NGMA

Size: 40 x 40 inches
Painting: digitally printed on fabric
Material: Silk / Poly Silk
Printing: Four colour printing with best quality zipper on back
Stitching: Stitching of best quality
Packaging: Each piece packed in good quality seal king poly bag

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

Financial bid

<u>Sl. No.</u>	<u>Items</u>	<u>Unit</u>	<u>Quantity for initial order</u>	<u>Rate per unit</u>
(1)	(2)	(3)	(4)	(5)
1.	Ceramic Mugs of the following size with 4 colour printing, packing as per specifications complete in all respects using 4 colour transfer printing using baking process only.			
(i)	Size : Height – 9.0 cms. Dia – 8.0 cms. (Top & Bottom)	Each	1000 Nos.	
(ii)	Size : Height – 10.0 cms. Dia – 7.5 cms. (Top & Bottom)	Each	1000 Nos.	
2.	Set of 4 Coasters			
	Coaster size 9.0 x 9.0 cms., 6 to 7mm (minimum) thickness MDF/Acrylic material printing and packing as per specification complete in all respects.			
(i)	With MDF material	Set of 4 (Four)	100-500 Sets	
(ii)	With MDF material	Set of 4 (Four)	Above 500 Sets	
2 (b).	Acrylic Coaster size 9.0 x 9.0 cms., 15 mm (minimum) thickness on good quality Acrylic material with printing and individually packed as per specification complete in all respects.			
(iii)	With Acrylic material	Each	100-500 Nos.	
(iv)	With Acrylic material	Each	Above 500 Nos.	
3.	Fridge Magnet size 6.0 x 9.0 cms. With 3 to 3.5mm thickness with printing & packing complete in all respects as per specifications.	Each	250 Nos.	

3 (b)	Fridge Magnet size 15.0 x 21.0 cms. With 3 to 3.5mm thickness with printing & packing complete in all respects as per specifications.	Each	250 Nos.	
4.	<u>Paper Weight</u> Acrylic Paper weight 6.0 x 6.0 cms. With 20mm (minimum) thickness with printing and packing as per specifications complete in all respects.	Each	500 Nos.	
4 (a)	<u>Paper Weight</u> Acrylic Paper weight 9.0 x 9.0 cms. With 20mm (minimum) thickness with printing and packing as per specifications complete in all respects.	Each	100- 500 Nos.	
		Each	Above 500 Nos.	
5.	<u>Carry Bag</u> Canvas/Jute fabric / Tote (Cloth) Carry Bags with printing and packing as per specifications complete in all respects.			
(a)	<u>Canvas Bags</u> Size : 50.0 x 38.0 cms.	Each	200 Nos.	
	Size : 38.0 x 30 cms.	Each	200 Nos.	
(b)	<u>Tote – Cloth Carry Bags</u> Size : 50.0 x 38.0 cms.	Each	200 Nos.	
	Size : 38.0 x 30 cms.	Each	200 Nos.	
⑥	<u>Tetron bag with canvas pockets</u> Size : 50.0 x 38.0 cms.	Each	200 Nos.	
	Size : 38.0 x 30 cms.	Each	200 Nos.	
6	<u>Scarfs</u> Scarf of Crepe in the size of 75 x 75 cms. With printing and packing as per specification complete in all respect.	Each	100 Nos.	
7.	<u>Mouse Pad</u> 24 x 19 cms. Foam based rubber / plastic sheet mouse pad printing in four colour directly on foam with NGMA logo as per specification.	Each	100 Nos.	

8.	<u>Hair Clips</u> Supply of plastic hair clips, 4 colour printing on the front in the size of 1.25 x 3.75 cms approx. with lamination on the top, strictly as per sample available with NGMA, duly packed in good quality self adhesive plastic sleeve.	Each	100- 500 Nos.
		Each	Above 500 Nos.
9	<u>T-Shirts (Polyster)</u> Supply of Round Neck 180 gsm grade one T-shirt Overall digital four colour printing as per design along with NGMA logo in Large size.	Each	100- 500 Nos.
		Each	Above 500 Nos.
10.	<u>T-Shirts (Cotton)</u> Supply of Round Neck 180 gsm grade one T-shirt, a4 size four colour printing on the front as per design along with NGMA logo in Large size.	Each	100- 500 Nos.
		Each	Above 500 Nos.
11.	<u>Pure Leather Passport Holder</u> 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	Each	50 Nos.
12.	<u>Docket Folder A/4 size</u> 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	Each	50 Nos.

13.	<u>iPad Cover</u>			
	Size:	10. x 8.5 inches		
	Painting:	7.75 x 7 inches digitally printed on canvas stitched on top	Each	50 Nos.
	Inside:	Pocket for iPad		
	Material:	High Grade Leather with full cover flap on top		
	Color:	Tan Color		
	Packaging:	Seal King Poly Envelopes		
14.	<u>Visiting Card Holder</u>			
	Size:	4 x 3.25 inches with top flap of 3 x 3.15 inches	Each	50 Nos.
	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		
15.	<u>Baggage Tag</u>			
	Size:	5 x 3 inches		
	Painting:	3.25 x 2 inches digitally printed on canvas stitched on top	Each	50 Nos.
	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		
16.	<u>Leather Journal</u>			
	Size:	9 x 7 inches		
	Painting:	6.5 x 4.5 inches digitally printed on canvas stitched on top	Each	50 Nos.
	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			
17.	<u>Trivets</u>				
	Size:	8 x 8 inches			
	Painting:	4 colour digitally printed on Mdf wood	Each	25 Nos.	
	Material:	High Grade MDF of 8mm thickness			
	Printing :	Four colour printing			
	Packaging :	Each piece packed in good quality seal king poly			
18.	<u>Cushion Covers</u>		Each	25 Nos.	
	Size:	40 x 40 inches			
	Painting:	digitally printed on fabric			
	Material:	Silk / Poly Silk			
	Printing :	Four colour printing with best quality zipper on back			
	Stitching:	Stitching of best quality			
	Packaging :	Each pcs packed in good quality seal king poly bag			

Note : The bidders shall have to submit samples of the Souvenir Items for which rates are quoted along with their bids. Bids not accompanied by samples will be summarily rejected. The samples will be returned to the unsuccessful bidders after selection /approval of the successful bidder.

Bidders are requested to examine the souvenir items earlier produced by the Department in respect of which examination of the samples is required before quoting the rates. The samples may kindly be seen at the Reception Counter of NGMA, New Delhi. Items for which rates are quoted should be similar to the items available in terms of quality of material, colour, shade, size/dimension and weight etc. and no substandard items/ articles would be acceptable. Items supplied by the bidder which are not in conformity with items available with the NGMA will be summarily rejected.

TECHNICAL BID

F. No. C-11001/2015/NGMA

National Gallery of Modern Art
(Ministry of Culture)
Jaipur House, New Delhi – 110003
Ph. 91-011-23384640 ; 23382835
www.ngmaindia.gov.in

**Technical bid for Tender for Production and supply of
Memorabilia and souvenir items for Museum Shop of NGMA**

1)	Name of the firm and Registration no.	:	
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	:	
		2012-2013 :	
		2013-2014 :	

9)	Experience/Domain expertise (annexure I)	:	
10)	PAN number	:	
11)	TAN number	:	
12)	TIN number	:	
	Attachment: (a)		
	Annexure I (b) Annexure II and other applicable registration no.		

