

**F.No-C(S)- Artshop-03/2020/NGMA
National Gallery of Modern Art
Jaipur House, India Gate, New Delhi-10003**

01th February 2021

**TENDER NOTICE
INVITATION FOR QUOTATIONS
Name of the Work: Fabrication of Exhibition Based Souvenir**

Section – 1 Background of the project:

National Gallery of Modern Art, Delhi is planning to launch the NGMA's exhibition-based (multi- material) Souvenir of prominent master artists artworks.

Section – 2 Objectives:

In order to fabricate the replicas for NGMA's Art Shop, NGMA intends to engage a suitable agency to manage the entire fabrication of souvenirs within the scope mentioned in this document.

Section – 3 Scope of Work:

Overall scope of work includes: -

- Procurement of materials required for fabrication and preparation of multi material Souvenirs.
- Fabrication of multi material Souvenirs as per specifications of tender document.
- Supply in requisite numbers as per specification.

Interested parties are requested to submit quotations in sealed envelope within 7 (seven) days of the publication of this Notice to the following.

**Rajesh Agarwal
Office Supervenient
National Gallery of Modern Art
New Delhi**

TERMS AND CONDITION

01. Bidders Eligibility Criteria:

- a) Bidder should be registered establishment and should be authorized supplier/ service provider of the quoted item/ work and should submit the relevant documents/certificates.
- b) Bidder should have experience of supplying such items and will have to furnish details of previous supplies.
- c) Bidder shall provide all relevant records required i.e. Income Tax Return Certificate/PAN, Commercial Tax Clearance/V.A.T. Certificate And other taxes (whichever applied)
- d) The bidder should be in the business of similar work of fabrication work for the last five years and should have in house infrastructure for the work.
- e) The bidder should have registered an office and/or authorized branch/office in Delhi-NCR area.
- f) The bidder should provide documentary proof for the above in the form of a work order / supply order / contract document / testimonial.
- g) Even though the bidders meet the above qualifying criteria, they are subject to be disqualified if they have:
 - i. Made misleading or false representation in the forms, statements and attachments submitted in proof of the qualification requirements; and/or
 - ii. Record for poor performance such as abandoning the works, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures etc.
- f) The bidder should have PAN/TAN/GST/TIN registration in their name.
- g) The bidder should have executed a single order of at least Rs.25 lakhs in the last three years.
- h) The average annual turnover of the bidder should be at least Rs. 20 lakhs in the last three years.
- i) It should not have been blacklisted by any Government organization.

02. Delivery Place:

Bidder will supply and deliver the materials in requisite number at the office of “**National Gallery of Modern Art, Delhi**”

03. Submission of Quotations/Bid:

1. Establishment Registration Certificate
 2. Current Return of Income Tax.
 3. Commercial Tax clearance Certificate
 4. Bid Security Declaration Form (Annexure ‘A’)
 5. Details of Work Experience.
- a) The Financial part (Part – II) of the bid shall consist of only Rate/Price in Proforma supplied with the IFQ on the company’s / Firm’s letter pad. All the column and requisite information must be filled in the prescribed format. Bidder must quote the item wise.
- b) Award of contract on the basis of lowest evaluated price for which the bidder must quote the rate per item. Bidder must quote the rate of all items.

05. Performance Security:

- a) 3% of total bid/contract value will have to be deposited as performance security in form of Bank Guarantee/ Demand Draft in favor of **DDO, National Gallery of Modern Art, Delhi**. By the lowest evaluated responsive bidder before the award of work. The performance security will be refunded only after the expiry of the contract as specified in the bid document/agreement.
- b) The performance security deposit shall be forfeited in case of any terms and conditions of the contract/agreement etc. infringed or the bidder fails to complete the supply in time.

06. Validity Quotation:

Quotation shall remain valid for a period not less than 90 days after the deadline date specified for submission.

07. Evaluation of Quotation:

The purchaser will evaluate and compare quotations determined to be substantially responsive i.e.

- a) Are properly signed
- b) Confirm of terms, conditions, specifications and qualifications conditions.

08. Award of Contract:

The purchaser will award the contract to the bidder whose quotations has been determined to be substantially responsive, and who has

offered the lowest evaluated quoted price.

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

8.2 The bidder whose bid is accepted will be notified of the award of contract by the purchaser. The terms of the accepted offer shall be incorporated in the supply order. The validity period May be extended by the purchaser by another 15 day in exceptional cases.

09. Other Terms and Conditions:

- a) The NGMA reserves the right to preponed /postponed/cancelled the bid, the bidder will have to abide with the decision.
- b) Payment shall be made after the supply and submission of bills which will be subject to satisfactory supply (certified by the committee constituted for the purpose). Personnel In charge will certify the quality and quantity of the items supplied/work done as per specifications and recommend accordingly the extent of payment.
- c) Quotation may be submitted on the printed letter head of the bidder in the prescribed format supplied with IFQ.
- d) No payment will be made for any damage of goods supplied.
- e) Liquidated damages provisions for damages shall be included of the contract when delays in delivery of goods, completion of work or failure of the goods or work to meet performance requirements would result in extra cost, or loss of revenue or loss of other benefits to the implementing agency.
- f) The successful bidder will be bound with an agreement terms specified by NGMA.

Sealed quotations received till then will be opened in the office **8.02.2021 at 3:00 PM**.

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

Annexure - 1

List of selected works

S. No.	Detail	Size of replica	Maximum weight	Technical Specification	Quantity for initial order	Rates per unit
1.	Figure 1	13 x 9 x 71 (h) cm	Maximum weight of replica 8 kg	Bronze casting with silicon processing	20	
2.	Figure 2	25x15x61(H) cm	Maximum weight of replica 12 kg	Bronze casting with silicon processing	20	
3.	Figure 3	20x12x38(H) cm	Maximum weight of replica 5 kg	Bronze casting with silicon processing	20	

4.	Figure 4	11x26x37 (H) cm	Maximum weight of replica 8 kg	Bronze casting with silicon processing	20	
5.	Figure 5	25x14x47(H) cm	Maximum weight of replica 8 kg	Bronze casting with silicon processing	20	
6.	Figure 6	26x27x46(H) cm	Maximum weight of replica 14 kg	Bronze casting with silicon processing	20	
7.	Figure 7	22x22x32(h)cm	Maximum weight of replica 10 kg	Bronze casting with silicon processing	20	
8.	Figure 8	22x28x47(h) cm	Maximum weight of replica 11 kg	Bronze casting with silicon processing	20	
9.	Figure 9	29x18x30 (h) cm	Maximum weight of replica 15 kg	Bronze casting with silicon processing	20	
10.	Figure 10	23x14 cm	Maximum weight of replica 5 kg	Bronze casting with silicon processing	20	

CHECK LIST FOR BIDDERS/APPLICANTS

1. The Bidder should ensure that all documents and papers submitted in this BID are fully authenticated by the authorized signatory under his signature with official seal wherever applicable.
2. The following documents form should be submitted with BID:

Sl.No.	Documents to be submitted	Documents submitted	Y/N	Documents Submitted
1.	All pages of this BID document should be duly signed by the authorized signatory as a token of acceptance of all terms and conditions by the bidder. Any other document submitted by the bidder should also be signed by the authorized signatory			Pager No. at which Document attached
2.	Signatory indicating experience of supplying such items and working with Govt. Ministries/			

	Departments / PSUs, etc.		
3.	General Power of attorney in favor of the signatory signing the BID documents. It is not required in case of proprietary firm if the Proprietor himself signs the documents.		
4.	Attested copy of Article or Memorandum of Association or Partnership deed or proprietorship registration as the case may be.		
5.	The bidder should have registered an office and/or authorized branch/office in Delhi-NCR area.		
6.	The bidder should have executed a single order of at least Rs. 25 lakhs in the last three years.		
7.	The average annual turnover of the bidder should be at least Rs. 10-15 lakhs in the last three years.		
8.	Attested copy of VAT/CST/Service TAX Registration number, if applicable.		
9.	Attested Copy of PAN/Number.		
10.	Attested copy of return for last month/quarter as the case may be submitted towards Central and State Sales Tax/VAT if applicable.		
11.	Bank Account No. of the firm with IFS code & Bank Branch Name		
12.	Bid Security Declaration		

Signature of the Bidder