

F. No. C-11016/2015/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 Printing and supply of Flex banners, digital prints,
vinyl cut and other exhibition aids**

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 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 requires banners, backdrop, standees, vinyl cuts and other exhibition aids for display and mounting exhibitions round the year.

The Rate-Contract for printing flex banners, backdrops, standees and other exhibitions aids for branding, promotion and setting up exhibitions 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 please be addressed to the Director, National Gallery of Modern Art, Jaipur House, 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 publication of this Tender.

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 **04.03.2016 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**.

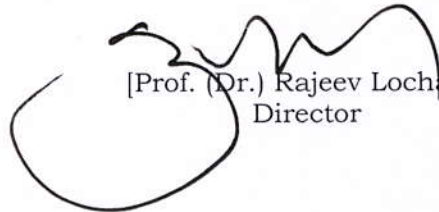
The bids will be opened by the Tender Committee at a time convenient to the NGMA in the presence of the participating bidders who may like to be present.

The last date for submission is 04.03.2015 at 3.00 pm.

Place: NGMA, New Delhi

Date: 17.02.2015




[Prof. (Dr.) Rajeev Lochan]
Director

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

February 17, 2015

NOTICE INVITING QUOTATIONS

The details of items proposed to be procured and specifications thereof are indicated in the enclosures as Annexure – 'A'. The intending manufactures/ supplies may quote their competitive item-rates in the proforma attached as Annexure – 'B'.

General Terms and conditions of contract:-

1. The responding bidders should have experience of atleast three years in the field. Those who have undertaken similar jobs for reputed Galleries / Museums of comparable standing in the past would be preferred.
2. Successful bidder(s) 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.
3. 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.
4. The turnover of the company should not be less than Rs. 10 Lakhs / year for last three Financial Years duly certified by C.A. Attested photocopy of balance - sheet and Profit & Loss account for the last three years may be enclosed with technical bid.
5. **Performance Security Deposit :** The Successful bidder shall deposit an amount of Rs. 50,000/- (Rupees Fifty 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, the interest of the department in all respect. The security deposit will be forfeited in case non-compliance of the terms and conditions of the Tender Document.
6. It should **not** have been blacklisted by any Government organization.
7. 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.


8. 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.
9. 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.
10. The material used for production of the banners, backdrop, vinyl and other exhibition aids should be of high quality, as per specifications mentioned in the financial bid format. No substandard items/ articles would be acceptable.
11. The images of Art works, write-up of Artist and any other text etc. for printing on the flex, vinyl, sunboards etc., would be supplied by NGMA.
12. Samples of various earlier produced big size banners, backdrop, vinyl and sunboards, etc., can be seen at NGMA on demand.
13. The Rate- Contract will initially be for a period of one year which could be extended by the Competent Authority upon satisfactorily completion and on mutually agreed terms & conditions. Rate-contract may be terminated any time without assigning any reason. Rates quoted should be **exclusive** of Taxes and levies.
14. Taxes and levies as applicable shall be indicated separately.
15. 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.
16. The Tenders should be submitted in two sealed covers :
 - 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 **Printing and supply of Flex banners, digital prints, vinyl cut and other exhibition aids.** **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 4th March 2016 at 3.00 pm.

17. Quotations received after the due date i.e., 4th March 2016 at 3.00 pm will not be entertained.
18. Director , NGMA , may at his discretion visit the office of a successful bidder before award of work-order.
19. 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.
20. 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.
21. The conditional bids shall not be considered and will outrightly rejected in very first instance.
22. 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.
23. 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.
24. Termination Clause : The contract can be terminated anytime without assigning any reason / notice by the NGMA.


Director
National Gallery of Modern Art
New Delhi



FINANCIAL BID

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

Financial bid for Flex, banners, digital printing and other allied work.

S.No.	DESCRIPTION OF WORKS	UNIT	RATE
(1)	(2)	(3)	(4)
1.	Supply and Printing of Outdoor flex print on Star/LG/ NOVA /3M with 4 color images of art work 4 pass printing by HP UV Printer.	Per Sq. Ft.	
2.	Supply and Printing of Indoor flex print on Star/LG/ NOVA/3M with 4 color images of art work 4 pass printing by HP UV Printer.	Per Sq. Ft.	
3.	Banner stitching with nylon tape 2" along with the left and right side of the flex backdrop (25'x10') vertically and installation of the backdrop from roof top with the help of pipe and GI wire. Sample is available to see in the NGMA office.	Each (lump Sum)	
4.	Supply and printing of Digital printing (HP) of art works on Kodak or equivalent gloss paper with dry matt lamination and mounting on 3mm forex board.	Per Sq. Ft.	
5.	Supply and printing of Digital printing (HP) of art works on Kodak or equivalent gloss paper with dry matt lamination and mounting on 5mm forex board.	Per Sq. Ft.	
6.	Supply and printing of Vinyl with plotter cutting text, as per design in (4+0) colour including pasting and labour charges.	Per Sq. Ft.	
7.	Supply and printing of A-4 size labels Matt laminated and duly pasted on 3mm forex board, cut to size.	Each	
8.	Supply and printing of A-3 size labels Matt laminated and duly pasted on 3mm forex board, cut to size	Each	
9.	Supply, printing and typing charges for Small labels / Captions upto the size of 3"x 5" Matt laminated duly pasted on 3mm forex board, cut to size, as per design.	Each	



S.No.	DESCRIPTION OF WORKS	UNIT	RATE
(1)	(2)	(3)	(4)
10.	Digital Printing (HP) of art works on kodak or equivalent gloss paper with dry matt lamination.	Per Sq. Ft.	
11.	Digital printing (EPSON) on best quality archival paper	Per Sq. Ft.	
12.	Digital printing on smooth fine art paper (EPSON)	Per Sq. Ft.	
13.	Digital Printing on lusture matt paper (EPSON)	Per Sq. Ft.	
14.	Supply and printing (4 colour) of Artist Matte Cotton 340 gsm Canvas using Canon/HP printer. Printed canvas should be Colour Fade Resistant and Colour Water resistant.	Per Sq. Ft.	
15.	Flat bed printing on HP machine on Acrylic Sheet.	Per Sq. Ft.	
16.	Flat bed printing on HP machine on Glass Sheet.	Per Sq. Ft.	
17.	Flat bed printing on HP machine on Wood Sheet.	Per Sq. Ft.	
18.	Flat bed printing on HP machine on Steel Sheet.	Per Sq. Ft.	
19.	Digital printing on cloth by HP/Value Jet/Roland	Per Sq. Ft.	
20.	<p>Outdoor Glow Sign Board backlit Flex Star/LG /NOVA/3M Sign Board with Digital printing. MS square pipe of 1" x 1" cross section & 18 gauge thickness & MS square pipes along with 1" x 1" cross section & 18 gauge thickness as stiffeners. Painted with one coat of Antirust paint and 2 coats of white enamel paint.</p> <ol style="list-style-type: none"> 1. Tube light for every 4 sq.ft. along the length of the sign. 2. Tube light has to be Philips / Wipro / Osram / Bajaj make only. 3. Overlap between 2 tube lights must be minimum 75 mm to prevent dark bands. 4. Copper ballast Philips / Wipro / Osram / Bajaj make only. 5. ISI mark insulated wires to be used for connections. 	Per Sq. Ft.	



S.No.	DESCRIPTION OF WORKS	UNIT	RATE
(1)	(2)	(3)	(4)
21.	<p>Outdoor Glow Sign Board backlit Vinyl 3M Sign Board Graphics to be computer-cut with translucent cast vinyl matching PANTONE shades with Digital printing. MS square pipe of 1" x 1" cross section & 18 gauge thickness & MS square pipes along with 1" x 1" cross section & 18 gauge thickness as stiffeners. Painted with one coat of Antirust paint and 2 coats of white enamel paint.</p> <ol style="list-style-type: none"> 1. Tube light for every 4 sq.ft. along the length of the sign. 2. Tube light has to be Philips / Wipro / Osram / Bajaj make only. 3. Overlap between 2 tube lights must be minimum 75 mm to prevent dark bands. 4. Copper ballast Philips / Wipro / Osram / Bajaj make only. 5. ISI mark insulated wires to be used for connections. 	Per Sq. Ft.	
22.	<p>Aluminium Composite panels</p> <p>Supply & fixing of Aluminium Composite Panel (ACP), 3 mm thick in required colours for interiors/exterior consisting of two layers of aluminium skins of 0.25 mm thick sandwiching a thermo plastic core in continuous lamination process with PVDF coating for interior/exterior grades ensuring long colour and no fungal attacks. Base frame work with aluminium sections shall be fixed over the brick work and the above aluminium panels shall be fixed to the frame work as cladding. It includes cost of labour, materials, accessories, adhesives, scaffolding, wastages, transport, taxes, fixing into a neat finish in aesthetic point of view, without any undulations in facias all complete as per drawing and instruction. Window panels as per the customised sizes available in NGMA.</p>	Per Sq. Ft.	



S.No.	DESCRIPTION OF WORKS	UNIT	RATE
(1)	(2)	(3)	(4)
23.	Aluminium Sheet panels Supply & fixing of Aluminium Panel, 2mm thick in ensuring long life and no fungal attacks. Base frame work with aluminium sections shall be fixed over the brick work and the above aluminium panels shall be fixed to the frame work as cladding. It includes cost of labour, materials, accessories, adhesives, scaffolding, wastages, transport, taxes, fixing into a neat finish in aesthetic point of view, without any undulations in facias all complete as per drawing and instructions. Window panels as per the customised sizes available in NGMA.	Per Sq. Ft.	
24.	Post Pylon upto 5': Modular Curved Frame Technology (MCFT), Double-Sided Pylon freestanding with pedestal base that creates eye-catching look. Graphics may be displayed separately in both pedestal and main sign to create unique effects.	Per Sq. Ft.	
25.	Providing, fabricating & placing in position, the sign board in Hindi and English and made of Aluminium Section 3"x3" with aluminium moulded support with Sewon LED Diffuser (PMMA). Using metallic sheets coated with lustrus paints and with proper exterior protection as per specification. Shall be designed with elegance and as per the instructions.	Per Sq. Ft.	



TECHNICAL BID

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Technical bid for Printing and supplying of Flex banners, digital prints, vinyl cut and other exhibition aids for branding and promotion 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 3 years (attached certified copy)		2012-2013 : _____ 2013-2014 : _____ 2014-2015 : _____
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.	:	



Annexure-I

**Tender for Printing and supplying of Flex banners, digital prints,
vinyl cut and other exhibition aids for branding and promotion of
NGMA**

Details of experience:

Sr No.	Name of Company / firm / Art Gallery/Museum	Name of project / Exhibition	Details and value of work done

