

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS

**C.V. Mess Building
Janpath, New Delhi**

Tender Document

**Annual Contract for Providing Printing of Fly leaf, Invitation Card,
Banners & Poster etc.**

Cost of Tender Document: Rs.100/-

**Annual Maintenance Contract for Providing Fly leaf, Invitation Card,
Banners & Poster etc.**

“COMPANY PROFILE”	
Date of Opening of the Technical Bid	
Earnest Money Deposit(EMD)	Rs.2,000/- Instrument No. dt.
Name of the Company	
Address	
Telephone Nos.	
Fax Nos.	
E.mail I.D.	
Year of Commencement of Company	
Name & Telephone Number of Contact Person	
PAN No.	
PF No.	
ESI No.	
Registration/Licence No. (with concerned authorities)	

Please note: Earnest Money Deposit may be enclosed along with the Technical Bid only. Demand Drafts and Bankers Cheque are only acceptable. No cash/cheque will be received.

Tender received without EMD will be out rightly rejected.

A. Eligibility of Bidders

- (i) All firms interested should be registered authorised printer and suppliers in appropriate class.
- (ii) The firm should be providing similar kind of service for at least five years and maintaining annual turn over of Rs.1(one) lakhs or above during the last 3 financial year.
- (iii) The bidder should have the expertise of undertaking similar type of work of such magnitude i.e. providing of stationery and other items at PSUS autonomous Institutions/govt. in the last five years.

B. The sealed cover of Technical Bid should consist of the following documents:

1. EMD for an amount of Rs.2,000/- (Rupees Two thousand only) in the form of Demand Draft/Banker's cheque / Pay Order in favour of IGNCA, New Delhi.
2. Self attested copy of PAN Card No. under Income Tax Act.
3. Self attested copy of Service Tax Registration number
4. Self attested copy of valid registration number of the Firm/Firm/Company.
5. Self attested copy of valid Provident Fund registration number.
6. Proof of average annual turn over supported by audited balance sheet.
7. Proof of annual them over supported by audited balance sheets.
8. Certificate of satisfactory completion of one same nature of work of amount Rs.1 lacs in last five years from Competent Authority.

B. Evaluation Process

The details submitted by the bidder in the eligibility criteria will be evaluated in the following manner and the qualifying marks shall be 70%. The total marks shall be 100 and their classification will be as under:-

- (i) The firm should in business for providing of stationery items printing there of the various Govt./PSUS/autonomous organization at least for the last three consecutive years and maintaining annual turn over of Rs.15 lacs or above during the last 3 financial years. 40 marks
- (ii) The firm should have experienced persons in Providing and Printing of D.O. Letter Heads, Letter Heads, File Covers, Envelopes, Visiting Cards, Bill Register etc. 20 marks
- (iii) The firm should have experience of carrying at least one work of similar nature of amount of Rs.15 lacs in last five year 20 marks
- (iv) The firm should have supplied similar items to Government

List of Important Clients in Delhi

Name of the Company	Address of the contact person	Work related to Providing Printing of fly leaf, invitation cards banners and posters etc. of undertaken during the last three years	Phone & Fax numbers, E-Mail address

List of Important Clients outside Delhi

Name of the Company	Address of the contact person	Work related to Providing Printing of fly leaf, invitation cards banners and posters etc. of undertaken during the last three years	Phone & Fax numbers, E-Mail address

Bidders may also enclose a profile of the company along with the Technical Bid.

Details of Earnest Money Deposit

1.	Draft No.
2.	Date
3.	Amount(Rs.)
4.	Bank
5.	Signature
6.	Name
7.	Designation
8.	Telephone No.
9.	Mobile No.
10.	Fax No.
11.	E.mail. I.D.
12.	Date
13.	Stamp

F.No.7/15(1)/08-SD/S&S
INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
SUTRADHARA DIVISION(S&S/EMU)

Tender No.46

New Delhi, 17th November, 2009

Name of Work:- Providing Printing of Fly leaf, Invitation Card, Banners & Poster etc. during 2009-10.

Sealed items rate tenders are invited on behalf of the Indira Gandhi National Centre for the Arts(IGNCA) from the Authorised Printers, Specialized firms and Suppliers in this field for the above mentioned work. The tender shall be addressed to US(Admn.), IGNCA, C.V. Mess, Janpath, New Delhi and dropped in the tender box kept in the chamber of US(Admn.), latest by 27.11.09 till 3.30 pm to be opened at 4.00 p.m. on the same day.

The earnest money as per serial 8 of the terms and condition shall be kept in the first sealed envelope. The following line in 'Bold' letters will be mentioned on the cover of the envelope – "Earnest Money deposit for Tender No. 46 dated 12.11.09 and the following other documents shall also be enclosed in this envelope:-

1. Self attested photocopy of registration certification of the Printer/Supplier
2. Self attested photocopy of the Experience Certificate
3. Self attested photocopy of PAN/TIN

The rates for the items shall be quoted in the second sealed envelope on the cover of which will be mentioned "Rates for Tender No.46 dated 12.11.09.

The last date of issue of tender forms, date and time of receipt and opening of the tender & other details are shown in the table below.

S. No.	Name of Work	Cost of tender form	Probable amount of contract (Rs.)	Earnest Money @ 2% of tender amount (Rs.)	Last date of issue of blank tender form	Date & Time of receipt of tender form	Date & Time of opening of tender form	Period of start of work
1.	Providing printing of fly leaf, invitation cards, banners and posters etc. during 2009-10	100/-	1,00,000/-	2,000/-	Up to 5.00 p.m. on 26.11.09	Up to 3.30 p.m. on 27.11.09	Up to 4.00 p.m. on 27.11.09	10 days from the date of award of work order

(D.S. GAUR)
US(Admn.)

Terms and Conditions:-

1. The contract will be valid for the one year without any escalation in rates and would not be rescinded during its currency without sufficient cause.
 2. Sample of items to be used with specification etc. may be seen by the firm before submitting their tender.
 3. No compromise on quality would be made. In case it is found at any stage that the quality falls short of the approved standard the EMD and the related payments are liable to be forfeited, the contract is liable to be cancelled, and the firm will be blacklisted for future work.
 4. The contractors have to collect the work order for printing materials and deliver the same within a reasonable period after doing the needful to S&S Section of this Centre. The payment will be made on receipt of a pre-receipted bill (in duplicate) after the printing material is received and the job is found to have been done to our satisfaction.
- 4 A. Design of various items will be done by the firm for which no extra payment will be mad
5. The rates should be given in figures and words in and Annexure & will be inclusive of all taxes and cartage etc.
 6. The signed and stamped tender should be kept in sealed envelope by the contractors.
 7. Conditional tender will not be accepted.
 8. The tenderers must enclose an amount of Rs.2000/- as Ernest Money in the form of Account Payee Demand Draft in favour of the Indira Gandhi National Centre for the Arts, payable at New Delhi. Except the successful and next successful tenderer, the EMD of the remaining bidders will be refunded on the same day. In the event of refusal to undertake the work by the find successful tenderer the next successful tenderer will be asked to execute the work, but the earnest money of the first successful tenderer will be forfeited.
 9. The work shall be completed within 10 days of day of award of work.
- 9A. Before award of work, the selected firm shall produce 2-3 samples of each items for final selection by IGNC A authority.
10. The tender form is available @ Rs.100/- only in the office of US(Admn.).
 11. The IGNC A reserves the right to accept or reject any or all the tenders in part or in full without assigning any reason whatsoever thereof. The IGNC A also does not bind itself to accept the lowest tender.
 12. The validity period for accepting the tender for work shall be for 2009-2010. The Earnest Money Deposit of the lowest and 2nd lowest tenderers will be returned after one month period, if the work is considered not to be taken on account of any official reason.
 13. In the case of any dispute, the decision of the Joint Secretary, IGNC A will be final and binding.
 14. The notice can also be viewed on IGNC A website www.ignca.nic.

(D.S. GAUR)
US(Admn.)

Annexure 'A'

S. No	Description	Quality	Printing	Rate per hundred in (words)	Rate per hundred in (figures)
1.	Fly-leaf with maximum four folds using offset process including readymade envelope with each fly leaf in the following sizes: 1. 8" x 20" 2. 8" x 16" 3. 7" x 15"	Superfine paper 300 gsm	With maximum 5 Images in 4+1 Colour, balance in black & white matt/Glossy finish		
2.	Invitation cards for the following sizes with ordinary printed envelopes: 1. 5" x 7" 2. 5"(x2)x7" one fold 3. 5.5" x 8" 4. 5.5"(x2) x 8" one fold 5. 6" x 9"	Hand-made paper 300 gsm	Screen printing		
3.	Envelope for the following sizes 1. 5" x 7" 2. 5.5" x 8" 3. 6" x 9"	Hand made paper of 100 gsm.	With single colour printing		
4.	Invitation cards with ordinary printed readymade envelopes in the following sizes:- 1. 5" x 7" 2. 5"(x2)x7" one fold 3. 5.5"(2)x8" one fold 4. 7"x12" 5. 6"x9" 6. 5"x10"	Imported art paper minimum 300 gsm matt or glossy finish as may be required	Offset printing with four colour		
5.	Banners & Text panels in Flex printing (including fixing and display – Iron stands will be provided by IGNCA.	Flex Printing (including fixing and display)	Rate quoted in Sq. ft.		
6.	Printing of Session Schedules A4 size consisting 20-30 pages each with cover page.....	Paper size A4 consisting 20-30 pages			
7.	Printing of Session Schedules in A-4 size consisting 20-30 pages each. With cover page Offset printing.	Offset printing			
8.	Printing of poster for following sizes: 1. 17"x22" 2. 22"x35"	Offset Process with a maximum of 1 Image in 4+1 colour balance in Black & white and using 300 gsm paper	Maximum of 1 Image in 4+1 colour balance in Black & white in matt/Glossy finish using.		

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US(Admn.)

**INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
C.V. MESS BUILDING
JANPATH
NEW DELHI**

Tender for Providing Printing of fly leaf, invitation cards, banners and posters etc.

Tender No.46

Dated: 12.11.09

Price Bid