

IGNCA/RCB/2.146/2016

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS

REGIONAL CENTRE

Kengunte Circle, Mallathahalli, Jnanabharati Post, BENGALURU – 560056.

Quotation No. 03 / 2017-18

Bengaluru, the 23rd January, 2018**NOTICE INVITING QUOTATION****ANNUAL CONTRACT FOR****PRINTING WORKS AT IGNCA RCB**

Name of Work	EMD	Last date for submission of quotation	Date of opening of quotation	Period of Contract
Annual Contract for Printing works at IGNCA RCB	10,000/- (Rupees Ten thousand only)	08.02.2018 (Thursday) till 5:00 p.m.	09.02.2018 (Friday) at 11:00 a.m.	One year

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INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
REGIONAL CENTRE, BENGALURU – 560056.

Quotation No. 03 / 2017-18

Bengaluru, the 23rd January, 2018

Name of work: Annual Contract for Printing works at IGNCA RCB

1. Sealed quotations are invited on behalf of Indira Gandhi National Centre for the Arts, Regional Centre, Bengaluru for above named work. The quotation shall be addressed to “The Executive Director” IGNCA, Regional Centre, Kengunte Circle, Mallathahalli, Jnanabharati Post, Bengaluru – 560056 and submitted latest by **30th January, 2018 (Tuesday)** till **5:00 p.m.** and will be opened on **31st January, 2018 (Wednesday)** at **11:00 a.m.** Quotations received after the due date/time will not be accepted. The envelope should be superscribed with “Quotation No. 3, Annual Contract for Printing works at IGNCA RCB”.
2. Amount of Earnest money will be Rs. 10,000.00 (Rupees Ten thousand only) in the form of Demand Draft / Pay Order in favor of “**INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS, BENGALURU**”.
3. Quotation document can be downloaded from IGNCA Website.

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INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS

REGIONAL CENTRE, BENGALURU – 560056.

SECTION – 1**Name of Work:Annual Contract for Printing Works at IGNCA RCB**

Sl. No.	Items	Specifications	Quantity	Rate	
				(in words)	(in figures)
1(a)	Invitation Card	<u>Digital Printing</u> Size: 5.5" x 8.4" Paper: 270/300 GSM Matt / Art Paper Color: 4+4	up to 10		
			50		
			100		
			200		
			300		
			500		
			1000		
1(b)		<u>Offset printing</u> Size: 5.5" x 8.4" Paper: 270/300 GSM Matt / Art Paper Color: 4+4	500		
			1000		
1(c)		<u>Digital printing</u> Open size: 11" x 8.4" Close size: 5.5" x 8.4" Paper: 270/300 GSM Matt / Art Paper Color: 4+4	250		
			500		
1(d)		<u>Offset printing</u> Open size: 11" x 8.4" Close size: 5.5" x 8.4" Paper: 270/300 GSM Matt / Art Paper Color: 4+4	500		
			1000		

2 (a)	Invitation Envelope	<u>Offset/Screen printing</u> Size: 5.5" x 8.4" Paper: 100 GSM Superfine white paper Color: Single	up to 10		
			50		
			100		
			200		
			300		
			500		
			1000		
2 (b)	Invitation Envelope	<u>Offset/Screen printing</u> Size: 11" x 8.4" Paper: 100 GSM Superfine white paper Color: Single	up to 10		
			50		
			100		
			200		
			300		
			500		
			1000		
3	Poster	<u>Digital Printing</u> Size : 12" x 18" Paper : 300 GSM Matt / Art Paper Color : 4+0	5		
			10		
			50		
			100		
4	Pamphlet	Maplitho (Single color) A4 Size	1000		
			2000		
		Maplitho (Single color) A5 Size	1000		
			2000		

5	Flyer	<u>Digital Printing</u> Open size : 8.3" x 11.7" Three fold size : 8.3" x 4" Paper : 210 GSM, Matt / Art Paper Color : 4+4	50		
			100		
			200		
			500		
			1000		
		<u>Offset Printing</u> Open size : 8.3" x 11.7" Three fold size : 8.3" x 4" Paper : 210 GSM, Matt / Art Paper Color : 4+4	500		
			1000		
			10		
			25		
			50		
7	Visiting Cards	<u>Digital Printing</u> Size : 2.1" x 3.5" Paper : 300 GSM Matt / Ivory white Color : 4+0 (Single side printing)	100		
			200		
			500		
7a		<u>Digital Printing</u> Size : 2.1" x 3.5" Paper : 300 GSM Matt / Ivory white Color : 4+4 (Double side printing)	100		
			200		
			500		
8	Letter Head	<u>Offset Printing</u> Size : 8.3" x 11.7" Paper : 80 GSM, Parchment yellow paper; Color : 2+0	200		
			500		
			1000		
		<u>Offset Printing</u> Size : 8.3" x 5.85" Paper : 80 GSM, Parchment yellow paper; Color : 2+0	200		
			500		
			1000		

9	Envelope	<u>Offset/Screen printing</u> Close size: 4.8" x 10.5" Paper: 100 GSM Parchment yellow paper , single color printing	500		
			1000		
10	Envelope cloth bound Size 12"x9"	Superfine lucky parchment paper of 75 GSM with single color screen printing	500		
			1000		
11	Envelope cloth bound Size 14"x11"	Superfine lucky parchment paper of 75 GSM with single color screen printing	500		
			1000		
12	Office Files	400 GSM with single color printing	500		
			1000		
13	Official Identity Card	High quality laminated plastic card with multi-color printing	---		
14	Identity card tag with holder	High quality identity card tag with single color printing and plastic holder	---		
15 (a)	Flex Board / Banner	Per Sq. ft. on Canvas with eco solvent printing and installation with MS frame	---		
15 (b)		Per Sq. ft. on Cloth with eco solvent printing and installation with MS frame	---		
15 (c)		Per Sq. ft. on Canvas with eco solvent printing and installation	---		
15 (d)		Per Sq. ft. on Cloth with eco solvent printing and installation	---		

16	Digital vinyl	Digital vinyl with Matt/Gloss Lamination Pasted on 5 mm sun board on eco solvent printing	---		
17	Standee	Printed on Banner media or digital machine 3' x 6'on eco solvent printing	---		
18	Cloth Banner	Per Sq. ft. on satin cloth with printing	---		
19	Cloth Banner	Per Sq. ft. on cotton cloth with printing	---		

Note: Price should be quoted including Freight, GSTfor the above said items.
No extra payment will be made towards these.

Full Name & Signature of the Quotationer with seal

Date:

SECTION-2**Details of the Firm, EMD and other Details:**

Sl. No.	Particular	Details
1.	Name of the Firm	
2.	Full Address	
3.	Telephone / Mobile No.	
4.	E-mail ID	
5.	PAN No. (Copy of the PAN shouldbe attached)	
6.	GST No.	
7.	EMD Amount (in Rs.)	
8.	DD/PO No. & Date	
9.	Name of the Bank	

Full Name & Signature of the Quotationer with seal

Date:

SECTION-3**TERMS & CONDITIONS:**

1. **Contract Period:** One year (from the date of award of work).
2. Bengaluru based Printers / Firms only can apply due to proximity for timely delivery of materials.
3. The Quotationers shall have to submit EMD of Rs. 10,000/- (Rupees Ten thousand only) by way of Demand Draft / Pay Order in favour of **“Indira Gandhi National Centre for the Arts” Payable at Bengaluru**. The EMD will be refunded to unsuccessful bidders within a month of opening of Quotation and in the case of successful bidder, EMD shall be refunded after completion of contract period. No interest will be paid in both the cases.
4. The Quotation shall be signed stamped in each page and submitted in a sealed envelope.
5. The Quotation forms can be downloaded from IGNC A Website (<http://ignca.gov.in/useful-links/procurements-inviting-quotations-tender-notices/>).
6. All Corrections / Over writing wherever filling Quotations must be initial by the Quotationer.
7. The Conditional Quotations will not be accepted.
8. IGNC A RCB reserves the right to reject or accept any Quotation without assigning any reason. Decision of IGNC A RCB in this regard, will be final and binding to the Contractors / Firms.
9. The Firm should print and supply the materials as and when required as per the specifications given by IGNC A RCB.
10. If any extra item is required to be executed during the execution of work a prior approval for the same has to be taken by the Competent Authority, IGNC A. If the work of extra items shall be carried out without obtaining any approval from the Competent Authority, the same shall not be paid to the Firm.
11. **TDS:** @ 2% (two percent) shall be deducted from the gross amount of Quotationer's bill.
12. The work should be completed within the stipulated period as mentioned in the Work Order.
13. After completion of work the Firm shall submit the bill in duplicate, giving complete description of items of work done strictly as per Bill / Schedule of Quantities.
14. The payment will be made as per actual quantity only.
15. **Payment:** Full and Final payment in each case shall be made through NEFT only after completion of work satisfactorily.