

F.No. 7/13(12/2014-SD/S&S  
INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS  
SUTRADHARA DIVISION (S&S)

**TENDER No 06**

New Delhi, 5<sup>th</sup> May, 2016.

**Subject: Packing, Insurance and transportation of Exhibits to Seoul  
(Korea) & back Exhibition-Raja Deen Dayal to be held in  
1<sup>st</sup> June,2016.**

I am directed to state that the Indira Gandhi National Centre for the Arts (IGNCA) intends to invite sealed tender under two bids system for “Packing, insurance and transportation of Arts exhibits(Framed Photographs) to Seoul, Korea & back for Exhibition-Raja Deen Dayal to be held in Korea from 1<sup>st</sup> June, 2016, from reputed transporters who have experience in Packing, insurance and transportation of Arts exhibits. Interested bidders from NCR of Delhi Region, who are registered and authorized as Packers/suppliers and insurance transportation etc. may submit their bids, viz. technical and financial bids in separate sealed covers, as specified below:-

**(A) Technical Bid**

- (i) The technical Bid of the applicant complete in all respects shall be made in the form specified in Annexure I-A.
- (ii) The technical Bid must not include any rate of the item or related information.

**(B) Financial Bid**

- (i) The financial Bid of the applicant, complete in all respect, shall be in the form specified in Annexure I-B
- (ii) While submitting the Financial Bid the applicant shall ensure that all items indicated in Annexure I-B are filled in.

2. The sealed covers may be dropped in the Tender Box at 11, Man Singh Road, No 5, Building IGNCA, New Delhi, during the office hours up to 3.00 PM by 13<sup>th</sup> May, 2016 (Friday). The rate quoted should be inclusive of all taxes. The sealed covers should be superscripted “**Packing, Insurance and transportation of Exhibits to Seoul, Korea & back, Exhibition-Raja Deen Dayal to be held in Korea from 1<sup>st</sup> June, 2016.**”

3. The sealed covers containing technical bids will be opened on 13<sup>th</sup> May, 2016 at 4.00 PM in the office of the Consultant (S&S) at 11, Man Singh Road,

Building. Interested Bidder may like to be present them or depute their representative (not more than one person) to be present at the time of opening of the bids. The person so detailed should be in possession of authorised letter of the firm.

S. No	Name of work	Estimate of value of supply	Earnest Money (RS)	Last date of issue of quotation form	Date & Time of receipt of quotation form	Date & Time of opening of quotations
1.	Packing, insurance and transportation of exhibits(Framed photographs) to Seoul, Korea, & back. Exhibition- Raja Deen Dayal to be held in Korea from 1 <sup>st</sup> June, 2016.	Rs. 7,00,000/- (Rupees Seven Lacks fifty only )	Rs. 15,000/- (Rupees fifteen thousand only)	Up to 3.00 PM on 12. 5.2016	Up to 3.00 PM on 13. 5.2016	At 3.30 PM on 13/05/2016 (In case of holiday the bids will be opened on previous working day as same time)

### 3. Others conditions are as follows

1. Technical Bids would accompany earnest money in the form of Bank Draft/Pay Order drawn in favour of the “ Indira Gandhi National Centre for the Arts,” payable at New Delhi, for Rs. 15,000/- (Rupees fifteen thousand only). Bids without earnest money would be rejected out rightly. The earnest money of the successful bidders will be refunded only after successful completion of the contract without any interest.
2. The IGNCA reserves the right to accept or reject any bid without assigning any reason.
3. Tender should be kept in sealed envelope by the contractors.
4. The rate quoted by the firm shall be valid for a period of thirty days from the date of award of the work and orders will be placed in piecemeal manner subject to requirement of Centre.
5. The firm has to Package, insurance and transportation of the exhibits as per request of the Centre within 24 hours of receipt of the order.

6. Conditional quotation will not be accepted.
7. In the case of any dispute, the decision of the Joint Secretary, IGNCA shall be final and binding on all concerned.
8. **The work must be got completed by 25/05/2016 by the successful bidder.**
9. The tender document is also available on IGNCA website [www.ignca.in](http://www.ignca.in).

(I.P Singh)  
Consultant (S&S)

**TECHNICAL BID**

Date of opening tender 18/05/2016

## 1. Firm's Details

a.	Name of the firm with Registration No.(Attach Copy)	
b.	Address	
c.	Telephone No./Mobile No.	
d.	Type of firm	Proprietor/Private/Private Ltd./MNC/Co. Operative/Govt. Under taking.
e.	Name of the Proprietor/Partners	
f.	Annual Turnover(Attach copy)	(i) 2012-2013 (ii) 2013-2014 (iii) 2015-2016

2. The agency/packers should have capacity and facility of Packing, Insurance & transportation of the exhibition items having complete know how to carry out the package and transportation ex-India (Attach proof of having sent consignment Ex India)

3. Has the firm ever been debarred/ black listed by any organization? If yes the details thereof.

4. Details of award/Certificate of Merit etc. received from any organization (Please attach copy of certificate)

5. Earnest Money details bank draft:

i) DD/Bank Draft No. \_\_\_\_\_ Date \_\_\_\_\_ for Rs. 15,000/-

ii) Name of Drawee \_\_\_\_\_

iii) Name of the Bank \_\_\_\_\_

6. PAN NO. \_\_\_\_\_ (attach copy)

7. TIN NO \_\_\_\_\_ (attach copy)

8. Service tax No.----- (attach copy)

The terms & conditions of the tender are acceptable to me /us  
(As per specification given in the tender)

Authorized Signatory  
With full name and destination and Seal

**FINANCIAL BID**

S.N.	Description of item	<b>Onward dispatch so as to reach Seoul, Korea before 25<sup>th</sup> May, 2016.</b> (Amount in Rupees inclusive of all taxes)	<b>Return From Seoul, Korea to IGNCA, New Delhi.(Likely to be in the month of December, 2016)</b> (Amount in Rupees inclusive of all taxes)
1.	Expert packing & crating of works as per WPM regulations & Museum specifications.		
2.	Collection, handling & secured transportation of packed crate from IGNCA Delhi to Delhi Airport & at Seoul including loading and unloading		
3.	Export Custom Clearance formalities including inspection, repacking at Airport and all other related services		
4.	Airport handling & terminal dues.		
5.	Airfreight charges from <b>Delhi to Seoul, Korea Airport with all Sundry charges &amp; return Back( after 6 to 8 months).</b>		
6.	Agency attendance and coordination charges		
7.	Service tax applicable on the items of work (indicate clearly)		

**Before quoting the rate interested parties are requested to visit and inspect the exhibition material to be sent at IGNCA premises.**

Signature of Authorised Signatory  
of the firm with seal & date.

