

**F.No.PRGM-III/417/2013-KD**

**INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS  
C.V. MESS BUILDING  
JANPATH  
NEW DELHI-110 001.**

**Tender Document**

**FOR**

**Annual Contract for Printing work of IGNCA**

- |       |                                   |   |           |             |  |
|-------|-----------------------------------|---|-----------|-------------|--|
| (i)   | Last date for submission of Bids  | : | 28.4.2016 | 5.30 P.M.   | PD(KD) office at<br>C.V. Mess Bldg.,<br>Janpath, New Delhi   |
| (ii)  | Date of opening of Technical Bids | : | 29.4.2016 | 11.30 A.M   | Conference Hall, C.V.<br>Mess Building, Janpath<br>New Delhi |
| (iii) | Date of Opening of Financial Bid  | : | 2.5.2016  | 11.30. A.M. | -do-   |

**Signature of Tenderer (with stamp & date)**

F.No.PRGM-III/417/2013-KD  
INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS  
Kaladarsana Division

C.V. Mess Building,  
Janpath, New Delhi-110001.

Dated : New Delhi 12<sup>th</sup> April, 2016

**Tender No. 01**

**Subject : Quotation for various Printing work of IGNCA**

Sealed Quotation are invited from the established Printers in two parts (i) Technical Bid and (ii) Financial Bid for following printing work of IGNCA for two years i.e. 2016-17 and 2017-18 (w.e.f. 01.06.2016).

Technical Bid should contain all technical details/documents as mentioned in the terms & conditions at Annexure-A.

The Financial Bid should indicate item-wise price of each of the item and L 1 will be decided on the basis of each item as per details given.

The Technical Bid and Financial Bid should be kept in two separate sealed envelopes. Both envelopes should be put in a third envelope addressed to Programme Director, Indira Gandhi National Centre the Arts, C.V. Mess Building, Janpath, New Delhi duly sealed and superscribed "Tender for Printing Jobs" and dropped in the Tender Box, kept in office of Programme Director(Kaladarsana Division) at C.V. Mess Building, IGNCA, Janpath, New Delhi, during the office hrs. from 9.00 a.m. to 5.30 p.m. and until 28.04.2016. The rates quoted should be inclusive of all taxes.

**Technical Bid** : The documents/information required in Technical Bid is listed at Annexure A to this tender document. Technical Bid should be placed in a separate envelope and following should be boldly super scribed on the top of the envelope :

**"Technical Bid of Tender No. 1 dated 12.04.2016 for printing work."**

**Financial Bid** : The rate for the work will be quoted on Annexure B and placed in the second sealed envelope and the following line in bold should be written on the top of it :

**“Financial Bid of Tender No. 1 dated 12.04.2016 for printing work.”**

Each page of Tender Form is to be duly completed, stamped and signed by the vendor.

IGNCA reserves the right to accept or reject any quotations without assigning any reason on valid grounds.

Tender received after due date/time will not be accepted.

Technical Bid

1. **Bidders are required to submit the Technical Bid in the format with documents as required :**
  - a) Name & address of the printing press.
    - (i) Whether firm is Limited/Pvt. Ltd./ Proprietary
  - b) Name, address, contact telephone number and email address of representative of the printing press.
  - c) Details of Bank Account :
    - (i) Name & address of the Bank
    - (ii) Account No.
    - (iii) IFSC Code
    - (iv) Branch Code
    - (v) (Photocopy of a cancelled cheque to be attached)
  - d) Copies of documents relating to PAN/ Sales Tax Number / TIN / VAT.
  - e) Copies of Income Tax Returns for last three years.
  - f) Copies of Balance Sheets of last three years 2012-13, 2013-14 & 2014-15. may be placed.
  - g) Name of five government organizations/PSUs/other reputed establishments or cultural institutions for which the agency is doing printing jobs, alongwith copy of work orders.
  - h) The firm should have a turnover of Rs.50 lakh and above in the last three financial years. Please attach proof.
  - i) The firm should have done similar type of jobs with a single order of minimum Rs.15.00 lacs. Please attach work order.
  - j) Samples (one copy each) of printing jobs done by the firm for its clients.
2. Earnest money deposit(EMD) of Rs. 50,000.00 (Rupees fifty thousand only) shall be submitted alongwith the offer, in the envelope containing the “Technical Bid”. The EMD shall be in the form of a crossed bank draft/pay order drawn in favor of Indira Gandhi National Centre for the Arts, payable at Delhi. Any tender NOT accompanied by the EMD shall be summarily rejected.

**Financial Bid****(1) With effect from 01.06.2016**

<b>Sl.No.</b>	<b>Items</b>	<b>Specification</b>	<b>Rates (in words)</b>	<b>Rates (in figures)</b>
1.	Invitation Card	Open size : 10.5" x 8" Close size : 5.25" x 8" Paper : 270 GSM, GAGLO IRIS Color : 4+4 Matt Acguas coating Quantity : 100/200/300/500 1000/1500/2000		
2.	Envelope	Closed size : 5.5" x 8.25" Paper : 160 GSM, GAGLO IRIS Color : 4+0 Quantity : 100/200/300/500 1000/1500/2000		
3.	Invite Insert	Size : 5" x 7.75" Paper : 270 GSM, GAGLO IRIS Color : 4+4 Matt varnish Quantity : 100/200/300/500 1000/1500/2000		
4.	Poster	Size : 12" x 18" & 18" x 24" Paper : 250 GSM, MAGNO Color : 4+0 Quantity : 25/50/100/200		
5.	Fly Leaf	Open size : 12" x 19" Four fold size : 12" x 4.5" Paper : 170 GSM, Imported art paper Color : 4+4 Matt Acguas coating Quantity : 200/300/500 1000/1500/2000		
6.	Brochure	size : A4 Page : 12+4 cover Paper : 170 GSM for inside plus 300 GSM for cover Color : 4+4 Acguas coating on inside pages plus thermal matt lamination for cover + (-) four pages extra Quantity : 200/300/500/1000/1500/2000		
7.	Flex	Per Sq ft. on star media with MS frame and installation		
8.	DVDs	1)Booklet Approx. 32 pages + cover 2)Inlay card 3)DVD Stickers		

		Printing work : 500 Nos. 4) Booklet Approx. 32 pages + cover 4.75" x 7" 130 GSM GALGO Rendovous 4+4 colour + Acquas Coating 5)Cover paper (240 GSM Galgo Duly acquas coated) 6)DVD Stickers – 500 7)Dual DVD plastic cover – 500 With Inlay card & printed on 190 GSM Galgo Rendovous pages in 4+4 colour duly Acquas Coated		
9.	Digital vynal	Digital vynal with Matt/Gloss Lamination Pasted on 5 mm sunboard with plotter cutting		
10.	Certificate	Size from colour on 270 GSM Rendovous super white paper Quantity : 50/100/150/200		
11.	Badges	Badges with name Size 3" x 5" alongwith Plastic cover & Printed dori & clip Quantity : 50/100/150/200/300		
12.	Standee	Printed on Banner media or digital machine 3" x 6"		

(2)

Sl. No	Description	Quality	Printing	Rate per hundred in (words)	Rate per hundred in (figures)
1.	D.O. Letter Head, size 7.6"x9"	Superfine white paper of 80 GSM	With die, embossing & two colour screen printing		
2.	D.O. Letter Head size 10.2"x7.6"	Superfine white paper of 80 GSM	With die, embossing & two colour screen printing		
3.	D.O. Letter Head size 11.5"x9"	Superfine white paper of 80 GSM	With die, embossing & two colour screen printing		

4.	Letter Head size 9"x7.6"	Lucky parchment yellow paper of 80 GSM	With die, embossing & two colour screen printing		
5.	Letter Head size 10.2"x7.6"	Lucky parchment yellow paper of 80 GSM	With die, embossing & two colour screen printing		
6.	Letter Head size 11.5"x9"	Lucky parchment yellow paper of 80 GSM	With die, embossing & two colour screen printing		
7.	Window type envelope Size 10"x4.5"	Superfine lucky white paper of 75 GSM	With single colour printing		
8.	Envelope plain Size 9" x 4"	Superfine Lucky parchment paper yellow of 75 GSM	With single colour printing		
9.	Envelope Laminated inside Size 13.5 x 10.5"	Superfine lucky parchment yellow paper of 75 GSM	With single colour printing		
10.	Envelope laminated inside Size 13.5" x 10.5"	Superfine lucky parchment white paper of 75 GSM	With single colour printing		
11.	Envelope Plain Size 9" x 12"	Superfine lucky parchment paper white of 75 GSM	With single colour printing		
A.	Envelope Size 5" x 7"	Superfine lucky parchment paper white of 75 GSM	With single colour printing		
B.	Envelope Size 6" x 9"	Superfine lucky parchment white paper of 75 GSM	With single colour printing		

12.	White Envelop Laminated inside Size 9" x 12"	Superfine white paper 75 GSM	With single colour printing		
13.	Envelop Plain Post card Size 7"x5"	Superfine white paper 75 GSM	With single colour printing		
14.	Envelope cloth bound yellow colour Size 14.5"x10.5"	Superfine lucky parchment paper of 75 GSM	With single colour screen printing		
15	Envelope cloth bound Size 12" x 9"	Superfine lucky parchment paper yellow of 75 GSM	With single colour screen printing		
16	File cover in five different colour single hole (golden yellow green, brown & red Tag file size 10"x13.50" make on coloured board	CPM file board	With single colour screen printing		
17	File cover in five different colour double hole Double punch file Size 10"x13.50" Make coloured board	CPM file board	With single colour screen printing		
18	Visiting Cards In double colour both side printing size 2"x3.50" and 210 gsm	Ivory white	In screen printing with Die embossing		
A.	Visiting Cards In double colour both side printing size 2"x3.50" and 210 gsm	Ivory white	In screen printing with Die embossing and logo with print of 150" Anniversary with five colours		
B.	Visiting Cards in single colour both side printing size 2"x3.50" and 210 gsm	Ivory white	In screen printing with Die embossing and logo with print of 150" Anniversary with five colours		



19	Visiting Cards In double colour both side printing size. 2"x3.50 gsm and 150 gsm	Synthetic card	In screen printing with Die embossing		
A	Visiting cards In single colour Both side printing	Synthetic card	In screen printing with Die embossing		
B	File label In single colour Both side printing Size 2.50"x4" And 150 gsm	Pulp board	In screen printing with Die embossing		
20	File label In double colour Both side printing Size 2.50"x4" And 210 gsm	Pulp board	In screen printing with Die embossing		
21	File label In double colour Both side printing Size. 2.50"x4" And 150 gsm	In screen printing with Die embossing and logo with print of 150" Anniversary with five colours			
22	Slip pads(Ruled) Size 5.50"x8.50" White paper And 70 gsm	Containing Orange colour cover and 25 Nos. of white sheets with thick paper & board at bottom	In screen printing with Die embossing		
23	Outer Covers for the trust meeting In art paper mustered colour Size A'4 80 gsm colour pulp board	In art paper mustered colour	With two colour screen printing in golden and yellow with lamination		
24.	Inner covers printing in A-4 size for trust and executive committee meeting 80 gsm paper	In art paper mustered colour	Double colour screen printing with lamination		

25.	Invitation Cards Size 8" x 4.5" Size 7"x5" Size 8"x5.50" With printed envelop and 300 gsm	Invroy Cards	Single colour screen printing with die embossing		
26.	Logo die embossing on A-4 size white paper	Superfine A- 4 size paper white of 75 GSM without paper	Logo die embossing		
27.	Logo die embossing on A-4 size white paper	Superfine A- 4 size paper white of 75 GSM with paper	Logo die embossing		
28	Contingent bill A-4 size	Superfine paper of 75 GSM	Single colour		
29	Supply of Lucky parchment paper A-4 size (Yellow/White)	Superfine 80 GSM paper	Logo die embossing		
30	E.C.R Register	Superfine 75 GSM containing 250 page hard bound	Double colour		
31	Stock Register	Superfine 75 GSM containing 250 page hard bound	Double colour		
32	Bill Register	Superfine 75 GSM containing 250 pages hard bound	Double colour		

\*Rates quoted should be inclusive of all taxes