

F.No.7/1(1)/2012-SD/S&S

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

Tender Document

FOR

Designing & Printing work of Annual Report and Annual Accounts 2015-16

- | | | | | |
|-------|-----------------------------------|---|--|--|
| (i) | Last date for submission of Bids | : | 4 th July, 2016 | Dy.Dir.(I&PR)
Office at
C.V. Mess Bldg.,
Janpath, New Delhi |
| (ii) | Date of opening of Technical Bids | : | 5 th July, 2016
11.30 a.m. | Conference Hall, C.V.
Mess Building, Janpath
New Delhi |
| (iii) | Date of Opening of Financial Bid | : | 8 th July, 2016
3.30. p.m. | -do- |

Signature of Tenderer (with stamp & date)

F.No. 7/1(1)/2012-SDS&S
INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
Kaladarsana Division

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

Dated : New Delhi 24th June, 2016

Tender No.02

**Subject : Designing & Printing work of Annual Report and Annual Accounts
2015-16**

Sealed Quotation are invited from the established Printers in two parts (i) Technical Bid and (ii) Financial Bid for following printing work of IGNC.

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

The L-1 will be decided on the basis of total cost of both the booklets and not individually.

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 Dy.Director(I&PR), 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, IGNC, Janpath, New Delhi, during the office hrs. from 9.00 a.m. to 5.30 p.m. and until 04.07.2016. 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. 02 dated 24.06.2016 for Designing & printing work Annual Report and Annual Accounts 2015-16.”

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. 02 dated 24.06.2016 for Designing & printing work Annual Report and Annual Accounts 2015-16.”

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 annual turnover of Rs.30 lakh and above in the last three financial years. Please attach proof.
 - i) Samples (at least one copy each) of similar printing jobs done by the firm for its clients.
- 2. Earnest money deposit(EMD) of Rs.20,000/- (Rupees Twenty 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.**