

IGNCA/SRC/2.146/2016

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS

SOUTHERN REGIONAL CENTRE

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

Quotation No. 04 / 2016-17

Bengaluru, the 07th October, 2016

NOTICE INVITING QUOTATION

**ANNUAL CONTRACT FOR
PRINTING WORKS AT IGNCA SRC**

Name of Work : Annual Contract for Printing works at IGNCA SRC

Last date for submission of Quotation : 27.10.2016 (Thursday) till 3:00 PM

Date of opening of Quotation : 28.10.2016 (Friday) at 4:00 PM

IGNCA/SRC/2.146/2016

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS

SOUTHERN REGIONAL CENTRE

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

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

Sl. No.	Items	Specifications	Quantity	Rate	
				(in words)	(in figures)
1(a)		<u>Digital Printing</u> Size: 5.5" x 8.4" Paper: 270/300 GSM Matt / Art Paper Color: 4+4 with envelop 100 GSM	up to 10		
			50		
			100		
			200		
			300		
			500		
			1000		
1(b)	Invitation Card	<u>Offset printing</u> Size: 5.5" x 8.4" Paper: 270/300 GSM Matt / Art Paper Color: 4+4 with envelop 100 GSM	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 with envelop 100 GSM	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 with envelop 100 GSM	500		
			1000		
2	Envelope	<u>Offset/Screen printing</u> Close size: 6" x 9" Paper: 100 GSM Superfine white paper Color: Single	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	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		
5	Certificate	<u>Digital Printing</u> Size : 8.3" x 11.7" Paper : 300 GSM Matt / Art Paper Color : 4+0	10		
			25		
			50		
6	Visiting Cards	<u>Digital Printing</u> Size : 2.1" x 3.5" Paper : 210 GSM Matt / Ivory white Color : 4+0	100		
			200		
			500		
6a	Visiting cards In single colour Both side printing (Synthetic card)		200		
			500		
7	Letter Head	<u>Offset Printing</u> Size : 8.3" x 11.7" Paper : 80 GSM, Superfinewhite paper Color : 2+0	500		
			1000		
		<u>Offset Printing</u> Size : 8.3" x 5.85" Paper : 80 GSM, Superfinewhite paper Color : 2+0	500		
			1000		
		<u>Offset Printing</u> Size : 8.3" x 11.7"	500		

		Paper : 80 GSM, Parchment yellow paper Color : 2+0	1000		
		<u>Offset Printing</u> Size : 8.3" x 5.85" Paper : 80 GSM, Parchment yellow paper Color : 2+0	500		
			1000		
8	Envelope cloth bound Size 12"x9"	Superfine lucky parchment paper of 75 GSM with single colour screen printing			
9	Flex	Per Sq. ft. on star media with MS frame and installation with eco solvent printing			
10	Digital vinyl	Digital vinyl with Matt/Gloss Lamination Pasted on 5 mm sun board on eco solvent printing			
11	Standee	Printed on Banner media or digital machine 3' x 6'on eco solvent printing			
12	Cloth Banner	Per Sq. ft. on satin cloth with printing			
13	Cloth Banner	Per Sq. ft. on cotton cloth with printing			

Note: Price should be quoted including Freight, VAT & any other taxes for the above said items. No extra payment will be made towards these.

Signature :

Name of the Firm :

Address :

Telephone / Mobile No. :

PAN No :

SECTION-2

TERMS & CONDITIONS:

1. The printers/firms shall have to submit their quotation in sealed envelope with quotation document fee of Rs. 100.00 (Rupees One hundred only) by way of Cheque/DD/PO in favour of “**INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS, BENGALURU**”.
2. The sealed quotation should be addressed to: “The Executive Director, Indira Gandhi National Centre for the Arts, Southern Regional Centre, Kengunte Circle, Mallathahalli, Jnanabharathi Post, Bengaluru – 560056” and superscribed by “**Quotation for Annual Contract for printing Works at IGNCA SRC, Bengaluru.**”
3. The Quotation shall be signed stamped in each page and submitted in a sealed envelope by Bengaluru based Firms only.
4. All Corrections / Over writing wherever filling Quotations must be initial by the Quotationer.
5. The Conditional Quotations will not be accepted.
6. IGNCA SRC reserves the right to reject or accept any Quotation without assigning any reason. Decision of IGNCA SRC in this regard, will be final and binding to the Contractors / Firms.
7. The Firm should print and supply the above materials as and when required as per the specifications given by IGNCA SRC.
8. 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, IGNCA. 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.
9. **TDS:** @ 2% (two percent) shall be deducted from the gross amount of Quotationer’s bill.
10. 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.
11. The payment will be made as per actual quantity only.
12. Full and Final payment shall be made through ECS/NEFT only after completion of work satisfactorily.
13. The work should be completed within the specified period as mentioned in the Work Order.