

No.F.37-7/2015-NM
Government of India
Ministry of Culture
National Museum
Janpath, New Delhi-110011

19 APR 2017

18th April, 2017

Sub: Annual Rate Contract of Publicity Materials used in the National Museum – regarding

Sir,

National Museum, Janpath invites sealed tenders under two bid system i.e. Technical Bid and Financial Bid for the Annual Rate Contract of Publicity Materials. Sealed Tender may be submitted in sealed envelopes super scribed as "Annual Rate Contract of Publicity Materials" addressed to the Administrative Officer, National Museum, Janpath, New Delhi so as to reach the undersigned by **02.00 p.m. on or before 19th May 2017**. Technical Bid will be opened on the same day i.e. **17th May 2017 at 04.00 p.m.** by the Local Purchase Committee of the National Museum in the presence of the tenderers or their representatives who may like to be present.

TERMS AND CONDITIONS

1. The Invitation is open to all registered/well-established genuine suppliers who have PAN/TAN/VAT/TIN registration in their name.
2. "TENDER FOR ANNUAL RATE CONTRACT OF PUBLICITY MATERIALS" should be written in block letters on the top of the Envelope. Last date of submission of the quotation and office reference no. may also be mentioned, on the envelope.
3. The Tenderes who's Technical Bids are accepted will be informed about the date and time for opening the Financial Bids.
4. The firm/agency is required to work in the National Museum on the terms and conditions prescribed by the National Museum only. Canvassing directly or indirectly in connection with tender is strictly prohibited and the tenders submitted by the firm who resort to canvassing are likely to be rejected.
5. Contract will be valid for a period of one year from the date of award of contract. The rates quoted shall remain in force for the full period of the contract. No demand for revision of rates on any account shall be entertained during the contract period. It shall

be open to the National Museum to extend the agreement on the same terms and conditions for further period, if necessary.

6. The supplier should be in a position to supply these items at short notice as well as on holidays/Sunday also as and when required by the National Museum.
7. Firm/Agency having experience for successfully completed similar works during last five years ending 31.03.2017 of at least one work of digital printing, having a value not less than Rs.5.00 lakhs (Copy of relevant documents may be enclosed).
8. Firm/Agency has a minimum financial turnover of Rs.50.00 lakhs during the last three years, ending 31st March of the previous year (Copy of relevant documents may be enclosed).
9. The proprietor or his agent shall be available on his telephone (Office as well as residence) and also on mobile phone so as to enable this office to call him in emergency cases.
10. A copy of the Terms and Conditions as given in the Tender documents and declaration form as per prescribed format, should be duly signed and sealed by the tenderers in all pages, thereby conveying his acceptance of the same, and submit it along with the Technical Bid.
11. The firm/agency will also be responsible for delivery of the goods in good condition in the office of National Museum at his own risk and cost.
12. It should be mentioned whether the products for which rates are quoted are from authorized dealer or not.
13. The cost of each unit with brand is to be mentioned clearly. Wherever MRP is indicated on the product, the quotation should indicate whether discounts are allowed on MRP and if so, how much.
14. Any other charges, if any, such as packing and forwarding, delivery charges sales tax etc. should be mentioned clearly and separately. In case nothing is mentioned in this regard then it will be presumed that the rates quoted by the firm are inclusive of all such charges/taxes and no claim otherwise will be entertained in this regard later on.

