

F.No.55-1(12)/2017-Exhibition
Government of India
Ministry of Culture
National Archives of India
Janpath, New Delhi-110001

dated 16 NOV 2017

To

As per list

Subject: - Mounting, Dismantling, transportation and Reassembling of the Exhibition of Moroccan Calligraphy from New Delhi –Bhopal-Kolkata - financial proposal -request for.

Sir,

An exhibition is proposed to be mounted on Moroccan Calligraphy in the premises of National Archives of India, New Delhi from 3-12 December 2017. The exhibition is also proposed to be organised at different venues also i.e. Regional Office, NAI, Bhopal, and Record Centre, Jaipur (dates for these venues are yet to be decided).

Since you are an empanelled firm with the National Archives of India, you are requested to submit the estimated cost for mounting, dismantling, transportation and reassembling of the Exhibition at Delhi- Bhopal- Jaipur. These exhibits would have to be brought back to National Archives of India, Delhi after conclusion of the event at Jaipur.

This exhibition is of International standards, hence the latest display techniques should be adopted for the presentation of this exhibition, as well as for the publicity material. The job would also include preparation of exhibition brochure based on the theme and printing of invitation cards. In addition, work relating to the outdoor publicity of the exhibition viz posters; signages etc.(as per list enclosed) would also have to be completed.

The selected firm may visit venues for the exact site plan for which no extra payment will be made by National Archives of India. A tentative list of items of work is also enclosed for your reference.

You are, therefore requested to submit the estimated financial cost along with detailed breakup of the items for the aforesaid work of the exhibition in a sealed cover **latest by 24 November 2017.**

Yours faithfully,



(Sangita Mathur)

Assistant Director of Archives
Tel Number: 011-23384797

Encls: As above

ITEMS OF WORK FOR THE PROPOSED EXHIBITION ON MOROCCAN CALLIGRAPHY

S.No	Item/Details	Rate/ Amount	Remarks, if any
1	a) Mounting of the exhibition at National Archives of India, New Delhi b) Dismantling of exhibition from NAI , New Delhi c) Transportation* d) Reassembling at		* i) NAI, Delhi to Regional Office, NAI Bhopal ii) Regional Office, NAI Bhopal to Record Centre, NAI ,Jaipur iii) Record Centre, NAI, Jaipur to NAI, Delhi
2	Printing of invitation cards (Qty- 500 for each venue)		
3	Printing of brochure-170 gsm (Qty-500 for each venue)		
4	Outdoor Publicity- Printing of Signages-8"x4" (Qty-4)		Wherever required as per the venue
5	Printing of Posters- 17"x23" (Qty -100)		
6	Applicable taxes on each item		

List of the firms empanelled in the department for the preparation of Archival Exhibitions

S.No	Name of Firm	Contact No.
1	M/s Rishav Graphics 313, AGCR Enclave, Opp. Karkardooma Court Delhi – 110092	Tel:-42208030 (M)09958309990 email:- rishavgraphics@gmail.com
2	M/s R.S Bhatnagar& Sons, B-264, Village Hastal, Near Green Valley Farm House, Uttam Nagar, New Delhi-110059	Tel:- 25355264 (M) 9312604810 email:- bhatnagarsons@gmail.com Website:- www.bhatnagarsons.com
3	M/s Heritage Associate 189/A, 3 rd Floor, Thokar no.7 ShaheenBagh, Okhla New Delhi-110025	(M)9540972111 email:- consulthassociates@gmail.com azfargroup@gmail.com
4	M/s SoKu Design Corporation F.343/J-10,Lado Sarai Brahm House New Delhi-30	Aurabh Sharma Managing Partner (M) 9811336991,26133441 email:- info@sokudesign.com sokudesign@gmail.com Website:- www.sokudesigns.com
5	M/s Sardana's Art Centre 87, Mohan Singh Place Connaught Circus New Delhi-110001	Tel No. 25993608 email:- rajiv@sardanaartcentre.com Website: www.sardanaartcentre.com
6	M/s Amitoje Creations A-113, OkhlaIndustrial,Phase-I, New Delhi-110020	Tel No :011-47698000 (M) 9810400763 Fax: 011-47698099 email:- amitoje@amitoje.com
7	M/s Singhal Print Media Pvt. Ltd. 3406, IIIRD Floor, D. B. Gupta Road, Karol Bagh, New Delhi – 110005	Tel No: 011-28723405, 28723406, email :- rajksinghal@gmail.com
8	M/s Gul advertising A-50, IIND Floor, Masjid 64 Khamba, Meer Dard Road, Behind G. B. Pant Hospital, New Delhi-110002	Tel No: 011-23232194, (M) 09312368596 email :- guladvertising2011@gmail.com
9	M/s Muskan International 3A/5 W.E.A. Karol Bagh New Delhi-110005	Tel No: 011-47084603 email:- muskan.1.2000@gmail.com
10	M/s MG Advertisting Services 3A/19, 3 RD FLOOR, W.E.A. , Near Radha Swami Satsung, Sat Nagar New Delhi – 110005	Tel No: 011-25769782, 25723573, 25723663 Fax: 011-25769792 Email : mail4mgadvertising@yahoo.co.in mailtomgadvertising@gmail.com
11	M/s Shraddhaadv B-70, Pushpanjali Enclave, Pitampura,New Delhi – 110034	Mobile – 9313419565 Email: shraddha.advtt@gmail.com
12	M/s AV Design B-14,G.F., AcharyaNiketan, Mayur Vihar,Phase-1 New Delhi-110091	Tel No: 011142603399 Mobile: 9810121883 Email: averma@avdesign.co.in

Note: The empanelment of these firms would valid for 3 years w.e.f 16 December 2014

[http://nationalarchives.nic.in/writereaddata/html_en_files/html/empanelment letter.jpg](http://nationalarchives.nic.in/writereaddata/html_en_files/html/empanelment%20letter.jpg)