



1, क्वीन्स वे, कोलकाता - 700 071  
1, Queen's Way, Kolkata - 700 071

# विक्टोरिया मेमोरियल हाल VICTORIA MEMORIAL HALL

(भारत सरकार के संस्कृति मन्त्रालय के प्रशासनिक नियन्त्रण  
के तहत एक स्वायत्त संगठन)  
(An autonomous organisation under the administrative  
control of the Ministry of Culture, Govt. of India)

V.M. No. 449/IVB-7/2012

28 February 2017

## **NOTICE INVITING QUOTATIONS**

Sealed quotations are invited by the Victoria Memorial Hall from the reputed printers having their own printing press for printing & supply of following items:

1. Printing of Entry tickets for Garden @ Rs. 10/- (denomination) as per sample  
Size – 21 cm X 8 cm (in three parts)  
Paper – 80 GSM (Colour paper)  
Printing: Four Colour Offset Printing  
Numbering : Computerized digital numbering. Serial number of tickets from 000001 to 100000 tickets in each series  
Binding – 100 tickets in one book with perforation for (Book Foil, Gate copy, Visitors copy)  
Requirement – Approximately 2 lakh tickets per month  
Rules & regulations are to be printed on the reverse side of the visitor's copy of the tickets.
2. (A) Printing of Tickets for Garden & Galleries @ Rs. 20/- (denomination) as per sample  
Size – 21 cm X 8 cm (in three parts)  
Paper – 80 GSM (Colour paper)  
Printing: Four Colour Offset Printing  
Numbering : Computerized digital numbering. Serial number of tickets from 000001 to 100000 tickets in each series  
Binding – 100 tickets in one book with perforation for (Book Foil, Gate copy, Visitors copy)  
Requirement – Approximately 2 lakh tickets per month  
Rules & regulations are to be printed on the reverse side of the visitor's copy of the tickets.
2. (B) Printing of Tickets for Foreign National @ Rs. 200/- (denomination) as per sample  
Size – 21 cm X 11 cm (in three parts with hologram)  
Paper – 100 GSM (Colour paper)  
Printing: Four Colour Offset Printing  
Numbering: Computerized digital numbering. Serial number of tickets from 00001 to 10000 tickets in each series  
Binding – Each book contains three parts with covering page with perforation for Visitors copy, Gate Copy and Book Foil.  
Requirement – Approximately 4 thousand tickets per month  
Rules & regulations are to be printed on the reverse side of the visitor's copy of the tickets.



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## **Eligibility criteria for the quotationer**

1. The quotationer should have their own offset printing press with facility of computerized digital numbering. A copy of the document in support should be enclosed with the quotation.
2. The firm should have valid trade licence / PAN card / Sales Tax clearance certificate (copies to be enclosed).
3. The firm should have experience of work of similar nature and should have a turnover of Rs. 50 lakh in each of the previous three financial years. It should also have the experience of executing a supply of similar nature of value not less than Rs. 5 lakh against a single work order of any Govt. organization / Autonomous Body / Govt. undertaking etc. in each of the last three financial year. The document in support of these should be enclosed with the tender paper.

## **Submission of the quotation**

1. The quotation should be submitted in a sealed cover superscribing "Quotation for printing of tickets" addressed to the Administrative Officer, Victoria Memorial Hall and should be dropped in a tender box kept in his office-chamber for the purpose.
2. Quotations by post / courier may be accepted provided they reach the Administrative Officer by the last date and time of receiving quotation. Victoria Memorial Hall will not be liable for any kind of delay by post / courier for delivery made at any other units of VMH by postal department / courier.
3. The quotations will be received **till 2 p.m. on 15 March 2017 and will be opened on same day at 3 p.m.**
4. An earnest money deposit of Rs. 10,000/- should be attached with the quotation in the form of Demand Draft / Pay Order in favour of "The Trustees of Victoria Memorial". Quotation submitted without earnest money will be rejected.
5. The documents mentioned under "Documents to be enclosed" should be enclosed along with the quotation in the manner mentioned therein.

## **Documents to be enclosed with the quotation**

The following documents should be enclosed along with the quotation as annexure in the order as mentioned below. All pages should be serially numbered and signed by the quotationer.

1. Quotation of rates on the letter head of the firm.
2. Document(s) showing ownership of the offset printing press and facility of computerized digital numbering.



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3. Copy of valid Trade Licence
4. Copy of PAN Card.
5. Copy of clearance from commercial taxes department.
6. Copies of document showing experience of the firm in work of similar nature.
7. Copies of IT statement for last three financial years.
8. Copies of Profit & Loss Account for last three financial years.
9. Copies of work order indicating the execution of work of similar nature against a single work order received by the firm of value not less than Rs. 5 lakh in each of last three years from Govt. Organization / Autonomous Body / Govt. Undertaking etc.
10. Earnest money deposit of Rs. 10,000/- in the form of Pay Order / Demand Draft.

## **General terms and conditions**

1. The rate quoted by the firm should be inclusive of all taxes, fees and charges etc.
2. The rate quoted remain valid for 2 years from the date of award of quotation. No request for enhancement of rate will be entertained by VMH during this period.
3. The selected firm will have to deposit 10% of the work value as performance security deposit in the same form in which earnest money was deposited by the firm. The performance security deposit is to be deposited within 7 days of receipt of the acceptance letter. Otherwise, work order will not be issued and the earnest money deposited by the selected firm will be forfeited.
4. Failure in supply of ticket timely after award of tender will result in cancellation of work order, forfeiture of security deposit and blacklisting of the firm.
5. VMH reserves the right to accept or reject any or all quotation without assigning any reason therefor.
6. Interested firms should contact Undersigned/ Office Superintendent, VMH on any working day between 2 pm to 4 pm. regarding the sample, delivery etc. before submitting the quotation.

Administrative Officer