



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. 143 /VI-190/18

16 January 2018

NOTICE INVITING TENDER

Victoria Memorial Hall is a prestigious institution of national importance and throughout the year it organises various cultural programmes inside and outside of its building, which are attended by very high national and international dignitaries.

For the decorative infrastructure of the said programmes, sealed tenders are invited from licensed/registered contractors for temporary supply of decorative materials listed in Annexure I and decoration as and when required during the year 2018-19.

The tenders in sealed covers must be sent to the Administrative Officer, Victoria Memorial Hall on or before 2:00 p.m. on 05.02.2018 and will be opened on the same day at 3:00 p.m. in presence of such tenderers/ representative of tenderers who wish to remain present.

The tenders should be superscribed "Tender for decorative materials" and sent on the letterhead of the firm.

The rate so quoted will remain valid for one year or more.

The rate should be inclusive of all the charges & taxes, if any, i.e. labour charges, decoration charges etc. and rate should be quoted both in words and figures. The tenderer should clearly state the delivery charges if any.

Eligibility Criteria:-

1. The tender should be accompanied by an earnest money deposit of Rs.2,000.00 (Rupees two thousand) only in the form of a/c payee Bank draft drawn from any commercial Bank in the favour of "**Victoria Memorial Hall**" payable at Kolkata, which is returnable to the unsuccessful bidders latest on or before the 30th day after the award of the contract. Please note that tender without the earnest money will be rejected outright.
2. The tender will include copy of documents showing the experience of the firm in similar nature of works, Pan Card, IT, GST, P.Tax etc. registration/ clearance certificates, audited accounts of last 3 years etc.

☎ : 2223-1890/1891/0953/5142 • फ़ैक्स / Fax: +91-33-2223-5142

ई-मेल / E-mail: victomem@gmail.com

• वेबसाइट / Website: www.victoriameorial-cal.org



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3. The bidder should furnish a self certificate that they have not been blacklisted by the govt. (as bid will not be accepted from an agency which has been black listed by the govt.
4. The bidder should have enough experience in VVIP programmes in reputed Govt. Organization/autonomous bodies with transaction not less than 50 lakhs in a calendar year.
5. Photo copies of Income tax returns for at least last three years are to be furnished.
6. The bidder should have enough stock in good condition and should be able to supply at a short notice.
7. The successful tenderer will have to deposit a security deposit of Rs.10,000.00 (Rupees ten thousand) only just like EMD, before the selection order is issued. EMD, submitted by the successful tenderer, will be returned on receipt of the security deposit. The security deposit should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the tenderer.

The job to be undertaken will follow the Govt specifications.

VM authority reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

Administrative Officer

Annexure I
List of decorative materials

	Per day	Per unit
1. Wooden Table 5'X3' size with cover & frill	??	??
2. Wooden Table 4'X2½' size with cover & frill	??	??
3. Wooden table 2'X2' with cover & frill	??	??
4. Moulded Chair with cover	??	??
5. Banquet Chair with cover & bow	??	??
6. Sofa Set (Two Seater) with White cover	??	??
7. Sofa Set (single Seater) with White cover	??	??
8. Fancy Sofa Set (Two Seater)	??	??
9. Fancy Sofa Set (Single Seater)	??	??
10. Velvet Carpet 15'X 12' size	??	??
11. Velvet Carpet 10'X 8' size	??	??
12. Red Roller synthetic (Carpet) per sq.ft.	??	??
13. Durries (Satranchi)	??	??
14. White Cover /Cotton Sheets	??	??
15. Wooden VIP Chair	??	??
16. Throne Chair	??	??
17. Wooden Conference Chair High back	??	??
18. Pandel with cover per sq. ft.	??	??
19. Stage 6'X 3' size height 1½' with synthetic carpet per sqft	??	??
20. Crockery per set	??	??
21. Utensils per set	??	??
22. Patel Pot (Big size)with stand	??	??
23. Centre Table Single seater	??	??
24. Centre Table Two Seater	??	??
25. Pradip Stand big size (Mayur)	??	??
26. Dustbin with Cover	??	??
27. Woollen Carpet 15'X10' size	??	??
28. Flower Vase big size	??	??
29. Stage 6'X 3' size height 2' with synthetic carpet	??	??
30. Acrylic Lectern	??	??
31. Wooden Batton Frame with festoon walling Measuring 20'X10'	??	??
32. Wooden Masking for TV screen 8'X 6' per sq.ft.	??	??
33. Darbari Samiana 40' X 30' per sqft.	??	??
34. Octagon barricade (2½ ft height) per sq ft	??	??
35. Stage 6'X 3' size height 3' with synthetic carpet per sq.ft	??	??
36. Green room per sqft	??	??
37. Stage with Iron Truss size 6' x3'(2' height) per sq ft	??	??
38. Garden umbrella(colour)	??	??
39. Mirror long size	??	??
40. Wooden Batton Frame with black cloth masking wing per sqft	??	??
41. Octagon room with ply wood (8ft height) per sq ft	??	??
42. Truss 6'X3' stage with 3 ft height	??	??
43. Truss room with plywood per sqft	??	??
44. Woollen carpet 12' X 9'	??	??
45. Curtain for doors and windows	??	??
46. Samiana Good quality 30' X 20'	??	??
47. Tarpaulin per sq ft	??	??
48. Synthetic tarpaulin per sq ft	??	??
49. Bio toilet with maintenance staff & materials	??	??
50. Plywood gate	??	??
51. Kanad walling	??	??
Conveyance charge per Truck	Per trip	
Conveyance charge per Tata 407	Per trip	
Conveyance charge per Maruti Van	Per trip	