



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

# विकटोरिया 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. 1624/2018

14 August 2018

## **NOTICE INVITING TENDER**

Sealed tenders are invited by the Victoria Memorial from the reputed authorized supplier for the supply of following items:

Sl. No.	Name of Item	Specification
1.	Microsoft Office Home & Business 2016	10 users

The sealed tender must reach the office on or before 2:00 p.m. on 05.09.2018. The same will be opened on the same day at 3:00 p.m. in presence of such quotationers who wish to remain present.

The quotation in sealed cover should be superscribed "**Tender for the supply of Microsoft Office Home & Business 2016**".

The rate so quoted will remain valid for six months.

The rate should be quoted inclusive of all charges i.e. VAT etc. The rate should be quoted both in words and figures. The tenderer should clearly state the delivery schedule. Copies of VAT registration certificate and PAN to be furnished.

The quotation may be sent on the letterhead of the firm with the authorization letter from the manufacturer addressed to the tenderer submitted in original.

The material to be supplied is scheduled to be inspected by the concerned unit of the Victoria Memorial Hall.

For any additional information, quotationers may contact to the Nilanjan Sinha of this office between 3:00 to 4:00 pm on any working day (Monday to Friday).

Administrative Officer