



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. 1004/IVB-70/2003-04

16 May 2017

NOTICE INVITING QUOTATION

Sealed tenders are invited by the Victoria Memorial Hall, Kolkata from reputed, experienced and bonafide suppliers for the following items given in the separate list enclosed.

The sealed quotations must reach this office on or before 30.05.2017 by 2:00 pm. The quotations will be opened on the same day at 3:00 pm in presence of such quotationers who wish to remain present.

The quotation in sealed cover should be superscribed "**Tender for Stationery Items**". The rate should be quoted inclusive of all the charges i.e. S.T. delivery charges etc. The rate should be quoted in both words and figures. Delivery will be required to be made to the Storekeeper, Victoria Memorial Hall. The tender should clearly state the delivery schedule. Firms should submit their credential in support of their claims to be the manufacturers / authorised dealers and photocopies of PAN cards . **The rate quoted should remain valid for one year from the date of issue of supply order.**

No EMD is necessary with quotation . However , the successful quotationer will be required to deposit 10% of the work value as "Security Deposit" which will be refunded not earlier than one month from the date of final payment on receipt of specified supply in good condition .

The right to accept or reject any or all the quotation without assigning any reason is reserved to the Authority .

N.B. Sample may be seen from the Storekeeper of Victoria Memorial Hall ,Kolkata.

Administrative Officer

LIST OF ITEMS

1. A4 size paper, 75 GSM(JK Copier) – 50 reams
2. Life buoy soap, 62 gm. – 200 nos
3. Pen – Agni, 4G,0.5mm – 100 nos. (Black - 50 , Blue – 40 , Red – 10)
4. Highlighter pen - 10 nos.
5. Pheneol ,white (Bengal Chemical) - 20 Jars (5 litres each)
6. Pheneol ,black (Bengal Chemical) - 5 Jars (5 litres each)
7. Cotton duster (Small size) (as per sample) - 300 pcs.
8. Stapling machine ,Kangaro (Big size) - 15 nos.
9. Stapling machine ,Kangaro (small size) - 15 nos.
10. Fevi stik , 15 gms - 100 nos.
11. Bucket ,plastic **(as per sample) - 5 Nos.**
12. Eletronic Calculator , Citizen (CT-712 , 12 DIGIT) – 25 Nos.
13. Punch machine , Kangaro (1 hole) - 10 nos.
14. Correction pen , Faber – Castell - 25 Nos.
15. Scissor (As Per sample) - 10 Nos.
16. Knife - 10 Nos.
17. Godrej Nav-Tal, 7 levers - 25 nos.
18. Godrej Nav-Tal, 5 levers - 25nos.
19. Water purifier (Hindustan Unilever ,pure it ,23 litres) - 4 Nos.