

V. M. No 1033/IVB-10/07-08

28 May 2019

NOTICE INVITING QUOTATIONS

Sealed Tenders are invited by the Victoria memorial Hall from reputed, experienced and bonafide suppliers for the year 2019-2020 as per items given in the separate list enclosed.

Sealed quotations is to be dropped in the Tender Box kept in the Administrative Office of VMH within 12.06.2019 by 2.00 PM and the same will be opened on the same day at 3.00 PM in the presence of such quotationers who wish to remain present.

The quotation in sealed cover should be superscribed "**Tender for Stationery Items for the year 2019-2020**". The rate should be quoted inclusive of all charges i.e. GST 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. **The rate quoted should remain valid for one year from the date of issue of supply order.** Photo copies of PAN card and GST Registration Certificate may be furnished.

Successful quotationer will be required to deposit 5% of work value as "Performance Security Deposit" in the form of Demand Draft drawn in favour of "Victoria Memorial Hall", 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 quotations without assigning any reason is reserved to the Authority.

N.B. Sample may be collected from the Storekeeper of Victoria Memorial Hall, Kolkata. Specimen Sample of Towel (Medium Size), Duster (Big Size) and Swab Duster may please be submitted along with Tender documents.

Administrative Officer

List of Stationery Items for the year 2019- 2020 for Victoria Memorial Hall

SI No	Name of Item	Quantity	Rate incl.GST& Delivery charges
1	A-4 J K Copier Paper	100 ream	
2	Board File (as per sample)	200 pcs	
3	Arch File (as per sample)	200 pcs	
4	File Flag (3 Colour)	50 pks	
5	Colin Liquid – 500 ml	30 pcs	
6	Stapler Machine – HD 45 (Kangaroo)	20 pcs	
7	A.C. Remote Battery (AAA) – Dura Cell	30 pcs	
8	Pencil Battery (Everedy)	30 pcs	
9	Wooden Pencil (Nataraj)	50 pcs	
10	Life Boy Soap – 60 gm	200 pcs	
11	Binder Clip – (Md. Size)	100 pcs	
12	Binder Clip – (Small Size)	100 pcs	
13	Pen – Cello – Black Pen – Classmate - Blue	50 pcs 150 pcs	
14	Phenyl (white) (Bengal Chemical) 5 Lt. Jar	50 jars	
15	Towel 30”X 60”(Big size) Make – Bombay Dying – white colour	10 pcs	
16	Towel 24”X 48”(Medium size) – pink/ blue colour	100 pcs	
17	Waste Paper Busket (paddle Bin Box) (Medium size)	30 pcs	
18	Duster (Big size) (as per sample)	50 pcs	
19	Swab duster (as per sample)	500 pcs	
20	Fevi Stik super 15 gm	50 pcs	
21	Gum Tube (small) Dumex 30 gm	50 pcs	
22	Cello Tape 1”	20 pcs	
23	Cello Tape 3”	30 pcs	
24	Good Night Machine with Refill (current model)	50 pcs	
25	Tag Cotton	50 bindle	
26	CD-R/ DVD Marker Pen	30 pcs	
27	Vim Dishwash Powder 1 kg	10 pkt	
28	DVD-R (Sony)	100 pcs	
29	C D(Moserbaer)	100 pcs	
30	Staples Pin Box– 24/6- 1m (kangaroo)	100 pcs	