



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

विक्टोरिया मेमोरियल हॉल VICTORIA MEMORIAL HALL

(भारत सरकार के संस्कृति मंत्रालय के प्रशासनिक नियंत्रण
के तहत एक स्वायत्त संगठन)

(An autonomous organisation under the administrative control
of the Ministry of Culture, Govt. of India)

V. M. No 1224 /IVB-10/07-08

23rd December, 2020

NOTICE INVITING QUOTATIONS

Sealed Tenders are invited by the Victoria Memorial Hall from reputed, experienced and bonafide suppliers as per items given in the separate list enclosed.

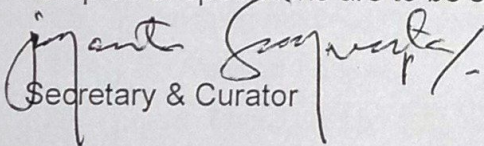
Sealed quotations is to be dropped in the Tender Box kept in the Administrative Office of VMH within 07.01.2021 by 2.00 PM and the same will be opened on the same day at 3.00 PM in the presence of such quotations' who wish to remain present.

The quotation in sealed cover should be superscribed "**Tender for Stationery Items**". The rate should be quoted inclusive of all 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 quotationless will be required to deposit 5% of work value as "Performance Security Deposit" in the form of Demand Draft drawn in favors 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. Specimen Sample may be collected from the Storekeeper of Victoria Memorial Hall, Kolkata. Samples of specimens are to be submitted along with Tender Documents.

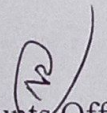

Secretary & Curator

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ई-मेल / E-Mail : Victomem@gmail.com • वेबसाइट / Website: www.victoriamemorial-cal.org

List of Stationery Items to be procured for Victoria Memorial Hall

Sl No	Name of Item	Quantity	
1	A-4 size paper Bilt copy power	100 reams	
2	A -4 size paper Bilt Royal Executive Bond corona cream colour Packet (as per sample)	50 packets	
3	Board File (as per sample)	200 pcs	
4	Arch File (as per sample)	200 pcs	
5	File Flag (3 Colour)	30 pks	
6	Stapler Machine – HP45 (Kangaro) Big	5pcs	
7	Stapler Machine – HD 45 (Kangaro) Medium	10 pcs	
8	A.C. Remote Battery (AAA) – Dura Cell	20 pcs	
9	Pencil Battery (Eveready))	20 pcs	
10	G P high Voltage battery	10 pcs	
11	Hand Towel small (As per sample)	30 pcs	
12	Good Night Refile	50 pcs	
13	Phenyl (white) (Bengal Chemical) 5 Lt. Jar	30 jars	
14	Pen – Cello – Black	30 pcs	
15	Pen – Cello – Blue	30 pcs	
16	Correction Pen 7ml (Fiber -castell)	20 pcs	
17	Electronic calculator- Citizen CT 7125	10 pcs	
18	Fevi Stik super 15 gm	30 pcs	
19	Staples Pin Box Kangaro No 10	10 Boxes	
20	Staples Pin Box Kangaro No 24/6	10 Boxes	
21	Envelop Big (as per sample)	500	
22	Envelop small (as per sample)	500	
23	Punching machine (Kangaro) double Hole DP600	10pcs	
24	Punching machine (Kangaro) single Hole	10 pcs	
25	Bill Register Folio 400	5 pcs	
26	Cash Book Register 500 folio (as per sample)	2 pcs	
27	Ticket Sales counter Cash Register 200 pages (as per sample)	5 pcs	
28	Publication stock Register 500 pages (as per sample)	5 pcs	
29	Attendance Register (As per sample)	12 pcs	
30	Rule Register Folio 400	5 pcs	
31	Bhore (as per sample)	12 pcs	
32	Board Pin	1 Boxes	


 Accounts Officer, Victoria Memorial Hall