



विक्टोरिया मेमोरियल हाल

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)

1, क्वीन्स वे, कोलकाता - 700 071

1, Queen's Way, Kolkata - 700 071

V.M. No. 372 /IXA-388/2023-2024

Date: 28 June 2023

Notice Inviting Tender

Sealed tender/quotations are invited by the Victoria Memorial Hall from reputed and experienced firms /agencies for re-printing and designing of **Charles D'Oyly's Catalogue** with some modifications.

Specifications

Size: 12 x 9 inches (30.5 x 23 cms)

No. of inside pages: 42

Softback

Four colour printing (including cover) with silk coated

Cover paper: 300 gsm

Text paper: 210 gsm

Binding: Perfect binding with stitching

Paper to be used: Montblanc

Text (hard copies) and Pictures will be supplied as per sample

Digital correction of the images and the artwork as per existing design

No. of copies: 1000

The Scope of Work

Designing the Catalogue, collecting of the details from VMH, proof reading, editing, artwork, layout, printing and supply of the printed catalogues to VMH

Documents to be provided with the tender/quotations

- i. Documents in support of work of similar nature performed in the past including quality catalog etc.
- ii. Copies of Balance sheet, audited accounts for last three years
- iii. Copy of trade license, Copy of PAN card, Copy of GST certificate, IT return for the last three years

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

ई-मेल/E-mail : victomem@gmail.com • वेबसाइट/Website : www.victoriameorial-cal.org



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- iv. The tender should be accompanied by an earnest money deposit of Rs. 3000.00 (Rupees three thousand only) in the form of a Bank Draft drawn 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. However, the tenderers who are exempted from furnishing EMD as per G.O.I. orders need not furnish EMD, subject to submission of necessary supporting papers.

The agency/firm should submit their quotations, quoting rate, incl of all taxes and charges.

Prospective quotationers are advised to see the sample on any working day between 11.00 am to 4.00 pm at the Education Unit, VMH.

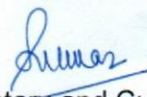
The tender/quotation in sealed cover super scribed with 'Designing and printing of **Charles D'Oyly's Catalogue**': addressed to the Secretary and Curator, VMH, Kolkata-700071 must reach this office on or before **12 July 2023 by 2.30 pm**.

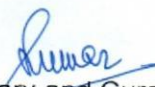
The quotationer or their representative may remain present at the time of opening the tender at **3.00 pm on 12 July 2023**.

The Victoria Memorial Hall reserves the right to accept or reject any or all quotation without assigning any reasons thereof.

The selected agency has to submit 5% of the quoted amount in the form of Bank Draft as Performance Security drawn in favour of "Victoria Memorial Hall" payable at Kolkata, which should remain valid for a period of Sixty days beyond the date of completion of all contractual obligations of the agency.

Copy to
The Accounts Officer, VMH
The Office Superintendent, VMH
The Education Unit
Shri Dipankar Samanta-For website upload


Secretary and Curator


Secretary and Curator

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