



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. 367/IB-1/2014

13 February 2017

NOTICE INVITING QUOTATIONS

Sealed limited tender / quotation is invited from reputed and experienced printers for designing and printing the Annual Report of Victoria Memorial Hall for the year 2015-16 in English & Hindi version of 80 copies each as per the following specifications.

A. Specifications:-

1.	Size	: 8 ^{1/4} " X 11 ^{3/4} "
2.	Papers to be used for printing	: 130 GSM Multi Colour imported Art Paper as per sample.
3.	Papers to be used in Cover	: 250 GSM Multi Colour imported Art Paper as per sample.
4.	Number of pages	: Approx 60 to 65 pages including between 25 to 30 nos. photographs. All pages will be in four colours. The size of the photographs may vary from full page to such smaller size as may be specified.
5.	Language	: In Hindi and English
6.	Quantity	: 80 copies Hindi version 80 copies English version
7.	Binding	: Machine binding with section sewing cover creasing and pasting.
8.	Delivery	: Within 15 days including approval specimen copy from the date of issue of orders.

B. The Scope of work:

Designing, proof reading, editing, printing, binding, sewing and supply of the printing Annual Report at VMH, in suitable packets.

C. Documents Comprising in the Tender / Quotation:

- Information on the legal status of the firm / organization/ man power/ office infrastructure.
- Work of similar nature performed in the past including quality catalogues etc.
- Copy of Trade Licence / Income Tax Returns for the last three years.
- Copy of the PAN Card.



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- v) A certificate each from at least two clients certifying that work has been satisfactorily executed by the firm / institution in the recent past.

The successful quotationer will have to furnish a Security Deposit for an amount of 5% of the work value in the form of an Account Payee Demand Draft drawn from a Commercial Bank in favour of the "Trustees of Victoria Memorial" on demand by the Victoria Memorial before issue of the work order. The deposit will have to remain valid till completion of all contractual obligations of the quotationer firm.

The quotationers should have their own press and in the last three years executed of similar work value not less than Rs. 50,000.00 (Rupees fifty thousand) only against a single work order or 5 lakh annually may apply. The sealed cover on the subject mentioned "**PRINTING OF THE ANNUAL REPORT VICTORIA MEMORIAL HALL, KOLKATA for 2015-16**" addressed to the Administrative Officer, Victoria Memorial Hall, 1, Queen's Way, Kolkata 700071 should reach the above address by 28th February, 2017 (02:00 PM). The tender will be opened at 03:00 PM on the same day and the quotationers or their representatives may remain present at the time of opening the tender.

The samples may be seen from Accounts Officer, Victoria Memorial Hall in any working day from 10:00 AM to 05:00 PM.

Administrative Officer