



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

**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)

V M No 39 /IB-1/2014

7 January 2020

### NOTICE INVITING QUOTATIONS

Rates are invited from reputed and experienced printers for designing and printing the Annual Report of Victoria Memorial Hall for the year 2018-19 in bilingual (English & Hindi) version as per the following specifications.

#### **A. Specifications:-**

1.	Size	: 8 <sup>1/4</sup> " X 11 <sup>3/4</sup> "
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 150 to 160 pages including between 40 to 45 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 bilingual (English & Hindi)
6.	Quantity	: 100 copies. (Each copy in two parts, Part I – Hindi and Part II – English in one cover page).
7.	Binding	: Machine binding with section sewing cover creasing and pasting.
8.	Delivery	: Within 15 days including approval of 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.

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

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



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## C. Documents Comprising in the Tender / Quotation:

- i) Information on the legal status of the firm / organization/ man power/ office infrastructure.
- ii) Work of similar nature performed in the past including quality catalogues etc.
- iii) Copy of Trade Licence / Income Tax Returns for the last three years.
- iv) Copies of the PAN Card / GST Registration Certificate.
- v) A certificate each from at least two clients certifying that work has been satisfactorily executed by the firm / institution in the recent past.

Rates should be inclusive of Taxes and delivery charges, if any.

The successful quotationer will have to furnish a Performance Security for an amount of 5% of the work value in the form of an Account Payee Demand Draft drawn on any Commercial Bank in favour of the "Victoria Memorial Hall" 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 similar work of value not less than Rs. 50,000.00 (Rupees fifty thousand) only against a single work order or Rs. 5,00,000 (Rupees five lakhs only) annually may apply. The sealed cover on the subject mentioned "**PRINTING OF THE ANNUAL REPORT VICTORIA MEMORIAL HALL, KOLKATA for 2018-19**" addressed to the Administrative Officer, Victoria Memorial Hall, 1, Queen's Way, Kolkata - 700071 should reach the above address by 27<sup>th</sup> January 2020 (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

Copy to:-

Shri Dipankar Samanta – for uploading on VMH website



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VM No 156 /IB-1/2014

27 January 2020

### Extension of last date of submission of Quotation

This is for information of the reputed printers that due to some unavoidable circumstances the last date of submission of quotations for printing of Annual Report of VMH for the year 2018-19 as called for in tender notice VM No. 39/IB-1/2014 dated 07.01.2020 has now been extended upto 07.02.2020 till 2.00 PM. Quotations received will be opened on the same day in presence of the tenderers or their representatives, if any.

  
Administrative Officer

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