



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. 651X2024-25

8 January 2024

### Notice Inviting Limited Tender

Sealed limited tender/quotations are invited by Victoria Memorial Hall, Kolkata from reputed and experienced firms / agencies for designing and fabrication and supply of **Jute Bags and Canvas Cloth Bags** as per specification and after selection as per standard specimen.

#### Specifications

##### **Jute Bags with zip**

Size: B15" x H12" x G5"

Thickness: 14 by 15 waft and weft

Quantity: 500 nos.

Laminated with multi-coloured digital print on laminated canvas and tape handle with rope inside, machine stitched with self-coloured thread and one colour print at the back

##### **Canvas Cloth Bags with zip**

Size: 14" (W) by 15" (H)

Side: 5"

Quantity: 500 nos.

Bag Handle and Zip: As per sample

#### The Scope of Work

Designing the Bag as per sample, collecting of the details from VMH, sample checking, layout, printing and supply of the printed finalized materials to VMH

#### Documents to be provided with the tender/quotations

- Documents in support of similar nature work done in the past including quality catalogue etc.
- Copies of Balance sheet, audited accounts for last three years
- Copy of trade license, Copy of PAN card, Copy of GST certificate, IT return for the last three years
- The tender should be accompanied by an earnest money deposit of Rs. 2000.00 (Rupees two 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 30<sup>th</sup> day after the award of the contract. Please note that tender without the Earnest Money deposit 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.



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**The rate quoted should be inclusive of all charges including GST and delivery charges.**

Goods supplied should be strictly as per samples available with the Education Unit, VMH, which may be seen before submitting the quotation. Prospective quotationers are advised to see the **sample on any working day (Monday to Friday) between 11.00 am to 4.00 pm at the Education Unit, VMH.**

The tender/quotation in sealed cover super scribed with designing and fabrication of "**Jute Bags and Canvas Cloth Bags**": addressed to the Secretary and Curator, VMH, Kolkata-700071 must reach this office on or before **18 January 2024** by **2.30 pm**. The quotationer or their representative may remain present at the time of opening the tender at **3.00 pm** on **18 January 2024**.

Bill shall be submitted by the agency in the printed letter head with serial number. Dispute, if arises must be settled in Courts within the jurisdiction of Kolkata. The Victoria Memorial Hall reserves the right to accept or reject any or all quotation without assigning any reasons thereof.

### Delivery Schedule

- i) Selected agency will be liable to show samples to VMH within 7(seven) days of the receipt of provisional work order.
- ii) The fabricated materials is to be delivered within 3 weeks of approval of sample.

In cases of any or all the supplied Bags are not confirming the standard of the sample, the agency will be liable to receive back the Bags supplied and to supply New sets of Bags as per specified standard.

The selected agency has to submit 2% of the quoted amount in the form of Bank Draft as Performance Security drawn in favour of "Victoria Memorial Hall" payable at Kolkata, which





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should remain valid for a period of 60 (sixty) days beyond the date of completion of all contractual obligations of the agency.

The EMD/Security money will stand forfeited in case of violations of any of the terms and conditions. In case the agency fails to execute the work against order, the work will be executed by other agency at his risk and cost, the excess money, if any incurred, will be recovered from any dues/EMD. Any deviation/violation from tender conditions will attract liquidated damages at 1% per week or part of a week subject to maximum limit of 10% of the total order value will be recovered from the agency. In case of continued deviation/ violation/ unsatisfactory works, Victoria Memorial may cancel the work order.

Secretary & Curator

Copy to:

1. The Accounts Officer, VMH
2. The Office Superintendent, VMH
3. The Education Unit, VMH
4. Shri Dipankar Samanta—For website upload

Secretary & Curator