



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)

VM. No. 157 /IXA-388/2023-2024

23 January 2024

25

Notice Inviting Tender

Ref: V.M. No. 83/IXA-388/2023-2024 dated 11.01.2024

The last date of submission of Tender for the work of re-printing and designing of Charles D'Oyly's Catalogue has been extended to 31.01.2024 up to 2.30 pm in place of 23.01.2024. Other terms and conditions of Notice Inviting Tender dated 11.01.2024 remain unchanged.


Secretary & Curator

Copy to:

The Accounts Officer, VMH
The Office Superintendent, VMH
Shri Dipankar Samanta - for website upload

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

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



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V.M. No. 85 /IXA-388/2023-2024

Date: 11.01.2024

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: 280 gsm and Text paper: 200 gsm

Binding: Perfect binding with stitching, Paper to be used: Natural Evolution Ivory

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

- Documents in support of work of similar nature performed 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. 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.

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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 printing of "Charles D'Oyly's Catalogue": addressed to the Secretary and Curator, VMH, Kolkata-700071 must reach this office on or before **23 January 2024 by 2.30 pm.** The quotationer or their representative may remain present at the time of opening the tender at **3.30 pm on 23 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 submit the draft copy to VMH within 10 (ten) days of the receipt of provisional work order.
- ii) Final printed catalogue is to be delivered within 3 (three) weeks of approval of sample.

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

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 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 and Curator

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