



INDIAN MUSEUM
27, Jawaharlal Nehru Road
Kolkata – 700 016

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NOTICE

IM (T)/CS/5/Yearly Indent/2016-17/705

Date: 04.10.2016

Quotations in sealed envelope is hereby invited for procurement of items given in Annexure form reliable suppliers. The quotation duly addressed to the undersigned and contained in sealed envelope superscribed with the reference no and date of opening should reach the office on or before 03:00 PM on 04.11.2016 . Quotation if not submitted in sealed cover with the reference and date of opening duly superscribed will not be entertained. **The rate to be approved based on this quotation shall be valid for 01 (one) year.**

Special Note: while submitting quotation the following particulars be mentioned specifically.

01. Quality and make 2. Delivery period 3. Taxes & Duties and other charges, if any must be mentioned in the quotation, otherwise this will not be considered later on.

The item(s), if ordered is/are to be delivered at the premises of Indian Museum. The quotation should, therefore, be submitted on the basis of delivery, free to Indian Museum, Kolkata.

Yours faithfully,

o/c OSD & Project Manager
4/10/16

Sl No.	Description & Specification of Stores	Quantity
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Rate for the following stores may please be quoted

ATTACHED LIST

Note:-

01. Rate quoted should be inclusive of all taxes & duties and transportation charges, if any, in the offer/ tender.
02. Complete specifications, make & brand of the article must be mentioned in the offer/tender.
03. No VAT declaration form either "C"/ "D"/"E" shall be made available by this office. Please mention clearly the applicable VAT with the rate of %.
04. Rate quoted should be on F.O.R., Indian Museum basis only.
05. No advance payment or payment against proforma invoice shall be made by this office for any reason whatsoever. Payment shall only be made after receipt of satisfactory inspection of the materials and within 30 days from the date of receipt of your pre-receipted invoice in duplicate.
06. Mention clearly the validity and delivery period in the offer/ tender.
07. Repeat order may be placed on requirement basis.
08. No extra payment shall be made excepting those mentioned in the offer/tender.

OSD & Project Manager

Copy forwarded to:

01. Forwarded to Education officer with the request to upload the quotation notice in the Indian Museum Website.

OSD & Project Manager