



HOWRAH MUNICIPAL CORPORATION

4, MAHATMA GANDHI ROAD, HOWRAH - 711 101
Tel: (+91-33) 2638-3211-13; Fax: (+91-33) 2641-2613
Stores Department

NIQ No: **12/STORES/20-21**
Date: **11/12/2020.**

Sub: **As per Requirement of the Record Department of H.M.C.**

Apropos.above, sealed Item-rate Quotations are invited for and on behalf of the Commissioner, Howrah Municipal Corporation from the reputed, bonafied Suppliers / Manufacturer / Agencies etc. by the undersigned for supply of the following Item as per General Terms & Conditions mentioned below :-

Sl. No.	Particulars of Items	Quantity
01	CERTIFICATE REGISTER. Size -8 1/2" X 13 1/2". When Closed Ledger Paper. Both Side Printing & Ruling, Canvas & Rexene Binding. As per approve Sample & Specification .	10 pcs Register. 200 pages

General Terms & Conditions :

- The Supplier should have proper and up-to-date Certificate of Enlisted (Trade License), I. T., & G.S.T. Certificate and necessary experience for supply of similar materials as mentioned above in previous years.
- The Quotation, addressed to the undersigned, should be made only in the printed Letter-head of the Establishment under Stamp and Signature of the Proprietor/ Authorised Signatory of the Firm. Quotation No. and date should invariably be mentioned there-in as also on the top of the Sealed Envelop without which it would be summarily rejected.
- The rate is to be mentioned in both figure and words and shall be inclusive of all taxes / duties and F. O. R. at our Stores basis. No request for change in rate and / or particulars of item will be entertained after opening of the Quotation.
- Incomplete and / or conditional quotation shall not be accepted.
- The Authority reserves the right to cancel the quotation, either partially or in full, without assigning any reason thereof.
- Last date of submission is 16 /12/2020..... up to ..12.00 p.m.....** Hrs. Quotation to be dropped at Tender Box kept at the Office of the undersigned and the Quotation will be opened at 15.30 hrs. on the same day.

[Signature]
OC (Stores),
Howrah Municipal Corporation
11/12/20

Endt. Memo No.

Date

Copy forwarded for information to:

- Commissioner, Howrah Municipal Corporation.
- Controller of Finance, Howrah Municipal Corporation
- Chief Auditor, Howrah Municipal Corporation
- Secretary, Howrah Municipal Corporation
- HOD(IT), Howrah Municipal Corporation - with request to upload NIQ in the official Website of H. M. C.
- Notice Board,

Jayadev Roy
Submitted by
11/12/2020

[Signature]
OC (Stores)
Howrah Municipal Corporation
11/12/20