



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.

19/STORES/20-21

Subj

As per Requirement of the Borough-II of H.M.C.

Date

01/02/2021.

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
1.	Requesting Sheet Pad. A4 size paper, white color, with logo. One side printing.	10 Pad (per pad 50 pages).
2.	Hearing Sheet Pad. Size- 8 1/2" 13 1/2", one side printing. With logo.	(2) 10 Pad (per pad 50 pages).
3.	Fees Calculation Sheet Pad.	(3) 10 Pad (per pad 50 pages).
4.	Show Cause Notice. (Same as above).	(4) 20 pad (per pad 50 pages).
5.	Both Parties Hearing Sheet. A4 size paper, white color, with logo. One side printing. Sl No.-1-5 all forms as per approval sample & specification.	10 Pad (per pad 50 pages).

General Terms & Conditions :-

- The Supplier should have proper and up-to-date Certificate of Enlisted (Trade License), T. 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/ Authorized Signatory of the Firm. Quotation No. and date should invariably be mentioned therein 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 branch. No request for change in rate and / or particulars of items 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 ...06/02/2021..... 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.

[Handwritten Signature]
01/02/21

O.C. (Stores),

Howrah Municipal Corporation

Date

Encl. Memo No.