



Howrah Municipal Corporation

Bally Sub-Office

384, G. T. Road, Bally, Howrah.

Tel. No. 2654-2236 / 0079 Fax : 2654-7052

NIQ No. 001/Store/HMC/00/20-21

Dated : 30/09/2020

Sub. : Purchase of various consumables Stationary Items to be used at
Bally Sub-Office of Howrah Municipal Corporation.

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 Items as per General Terms & Conditions mentioned below :-

Sl. No.	Particulars of Items	Quantity
01	Pencil Carbon (Single) Kores (100 Pcs. Per Pkt.)	08 Pkt.
02	Rulled Khata	100 Pcs.
03	Wooden Pencil	60 Pcs.
04	Paper Weight	24 Pcs.
05	Duster	150 Pcs.
06	Stapler (HS – 45P)	30 Pcs.
07	Stapler Pin (24/6)	160 Pcs.
08	Stamp Pad Ink (60 ml.)	20 Bt.
09	Gum (150 ml.)	30 Bt.
10	Pin Box	50 Boxes
11	Gems Clip	80 Boxes
12	Pen (use & throw)	1100 Pcs.
13	Eraz-Ex	40 Pcs.
14	Red Tape	60 Pkt.
15	White Paper	60 Dista
16	Punching Machine	06 Pcs.

General Terms & Conditions :

1. The Supplier should have proper and up-to-date Certificate of Enlisted (Trade License), I. T., P. T. & G.S.T. Certificate and necessary experience for supply of similar materials as mentioned above in previous years.
2. 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.



3. 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.
4. Incomplete and / or conditional quotation shall not be accepted.
5. The Authority reserves the right to cancel the quotation, either partially or in full, without assigning any reason thereof.
6. Last date of submission is 07-10-2020 upto 15-00 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.

L.S.
30/09/2020

Secretary,
Howrah Municipal Corporation
&
Officer on Special Duty,
Bally Sub-Office.

SC:AC

Endt. Memo No. HMC/BO/00101/1-5/Store/Levy/2020/20-21 Dated 30.09.2020

Copy forwarded for information to :-

- 1) The Commissioner, Howrah Municipal Corporation.
- 2) The I. T. Co-ordinator, Bally Sub-Office, Howrah Municipal Corporation
--- with request to upload NIQ in the official Website of H. M. C.
- 3) The Accounts & Finance Co-ordinator, ---- do ----.
- 4) All Notice Board, ---- do ----.
- 5) Record Section, ---- do ----.

L.S.
30/09/2020

Secretary,
Howrah Municipal Corporation
&
Officer on Special Duty,
Bally Sub-Office.

Endt. Memo No. HMC/BO/00101/1-4/Store/Levy/2020/20-21 Dated 30.09.2020

Copy forwarded for information with a request for wide circulation, to :-

- 1) The Rationing Officer, Bally-Belur.
- 2) The Superintendent, Belur State General Hospital.
- 3) The Superintendent, Jaiswal Hospital, Howrah.
- 4) The B. L. & L. R. O., Bally Jagacha, Howrah.

L.S.
30/09/2020

Secretary,
Howrah Municipal Corporation
&
Officer on Special Duty,
Bally Sub-Office.