



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:

08/STORES/20-21

Sub:

As per requirement of the Record Department of H.M.C.

Date:

26/11/2020.

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	M.R Book (Record Dept.) Size of 1/12 Demy, 54 GSM+-, One side printing, 1 st & 2 nd Copy Printed 3 rd Copy Fixed. Book No Serial & Running No. Serial . Cheque Binding . As per approval sample & specification.	500 nos books. 100 X 3 (each book)

General Terms & Conditions :

1. 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.
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/ Authonsed 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 is01/12/2020..... 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.

OC (Stores),
Howrah Municipal Corporation

Encl. Memo No.

Date

Copy forwarded for information to:

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

Submitted by
26/11/2020.

OC (Stores),
Howrah Municipal Corporation