



# 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.

16/STORES/20-21

Sub:

As per Requirement of the Stores Department of H.M.C.

Date

01/02/2021.

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

Sl. Nos.	Particulars of Items	Quantity
01	Mutation -3. Both side printing, white paper. With sl numbering. Paper-60 GSM, Maplitho Paper. With logo. (Saleable Form).	50,000 Pcs Form.

### 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 form-head of the Establishment under Stamp and Signature of the Proprietor/Authorized Signature of the Firm. Quotation No. and date should invariably be mentioned thereon also on the top of the Sealed Envelope without which it would be summarily rejected.
- The rates to be mentioned in both figure and words and shall be inclusive of all taxes / duties and C. S. R. at our Stores Dept. 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 therefor.
- Last date of submission is 06/02/2021 up to 12.00 p.m. The Quotation to be dropped in 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