



HOWRAH MUNICIPAL CORPORATION

Central Office: 4, Mahatma Gandhi Road, Howrah-711101

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NIQ No.: 001 /NULM/CPO/20-21

Dated: 29/12/2020

Notice Inviting Quotation

Sealed item-rate quotations are invited by the under-signed on behalf of the commissioner, Howrah Municipal Corporation from the resourceful, bonafide Suppliers/Agencies /Manufacturers having valid Trade License, up-to-date IT/PT/GST Clearance Certificate and previous experiences in similar nature of job for the following supply work for its proposed 'Printing of Books of Accounts for SHGs' under SM&ID component under the DAY-NULM Project.

Details of items are mention below –

<u>Sl No.</u>	<u>Items/ Description</u>	<u>Quantity</u>
1	Meeting Resolution Book 8.5" X 13.5" contain 25 pages and green colour ledger paper 100gsm with hard board binding , page numbering and labelling (as per specimen copy)	100 pcs
2	Cash Book 8.5" X 13.5" contain 25 pages and green colour ledger paper 100gsm with hard board binding , page numbering and labelling (as per specimen copy)	100 pcs
3	Loan ledger Book 8.5" X 13.5" contain 25 pages and green colour ledger paper 100gsm with hard board binding , page numbering and labelling (as per specimen copy)	100 pcs
4	Savings ledger Book 8.5" X 13.5" contain 25 pages and green colour ledger paper 100gsm with hard board binding , page numbering and labelling (as per specimen copy)	100 pcs
5	General ledger Book 8.5" X 13.5" contain 25 pages and green colour ledger paper 100gsm with hard board binding , page numbering and labelling including inside index, serial number 1 to 5 (as per specimen copy)	100 pcs
6	Pass Book 4.75" X 6.75" contain 20 pages and cover with 170gsm white cover paper with single colour printing and centre stitch binding	2000 pcs

The rate quoted in the printed letter head of the Establishment only shall be firm, unconditional and exclusive of all taxes/ duties etc. and F.O.R at the embarked delivery site basis. For further details, interested bidders may contact **Manager FI&ME**, DAY-NULM Dept at HMC Central Office, 4, M,G, Road, Howrah – 711101 on any working day.

The last date of submission of Sealed Quotation in the **Tender Box** kept in the Day-NULM Dept. of HMC is **06/01/2021** up-to **16.00** hrs. Quotation will be opened on the next day i.e. **07/01/2021** at **12.00** hrs or there –after in the office chamber of the under-signed where the bidders may remain present.

HMC Authority reserves the right to cancel the Quotation, either partially or in full, at any point of time without assigning any reason there-of.



CPO, DAY-NULM
Howrah Municipal Corporation

Memo No.: 001/1(6)/NULM/CPO/20-21

Dated : 29/12/2020

Copy forwarded for information with request for wider circulation to :

1. Hon'ble Sabhadhipati, Zilla Parishad, Howrah
2. The District Magistrate, Howrah
3. The C.E.O., Howrah Improvement Trust
4. The SDO. Sadar Howrah
5. The C.M.O.H., Howrah
6. HOD IT, HMC for publication in HMC website

CPO, DAY-NULM
Howrah Municipal Corporation

Memo No.: 001/2(7)/NULM/CPO/20-21

Dated : 29/12/2020

Copy for information to:

1. Commissioner, Howrah Municipal Corporation
2. Controller of Finance, Howrah Municipal Corporation
3. Chief Auditor, Howrah Municipal Corporation
4. Manager, SD&I, NULM
5. Manager, FI&ME, NULM
6. Manager, MIS&ME, NULM
7. Office Copy

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Howrah Municipal Corporation