



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.

031/STORES/20-21

Subj.

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

Date

06/04/2021.

Appropos 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
1.	Issue Registers, Size-8 1/2 X 13 1/2 Folded. White Colure Paper. Both Side Printing, Canvas Binding with Face Label. As per approve sample & specification .	150 Pes Register.

General Terms & Conditions :

- The Supplier should have proper and up-to-date Certificate of Enlisted (Trade License), T. T. & GST Certificate and necessary experience for supply of similar materials as mentioned above in previous years.
- The Quotation, submitted to the undersigned, should be made only in the printed form head of the Establishment under Stamp and Signature of the Proprietary/Authorized Signatory of the Firm. Quotation No. and date should invariably be mentioned thereon as also on the top of the Sealed Envelope (without which it would be returned unopened).
- The price to be mentioned in both figure and words and shall be inclusive of all taxes / duties and T. T. R. at our Stores basis. No request for change in rate and / or particulars of item will be entertained after opening of the Quotation.
- Intemperate 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 16/04/2021 up to 12.00 pm. The Quotation to be dropped in Envelope kept at the office of the undersigned and the Quotation will be opened at 12.30 hrs. on the same day.

[Handwritten Signature]
06/4/21

OC (Stores),
Howrah Municipal Corporation

Date

Encl. Memo No.

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.

OC (Stores),
Howrah Municipal Corporation

[Handwritten Signature]
06/04/2021