



HOWRAH MUNICIPAL CORPORATION

4, MAHATMA GANDHI ROAD, HOWRAH – 711 101

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N.I.Q. No. 01 /GEN/2023-24

Dated : August 05,2023

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 / Printers having valid Trade License, up-to-date IT/PT/GST Clearance Certificate & previous experiences in similar nature of job as mentioned below :

Sl. No.	Item Description	Quantity	Specification	Rate (In Rs.)	Remarks
01.	Printing & supply of Pocket Booklet "SHREE BHANDAR" – a Compendium of various Developmental & Welfare Schemes of Govt. of West Bengal	500 Nos.	Size -4" x 3", 84 pages including Cover, Inner page 130 GSM Art Paper, Cover 250 GSM Art Paper, 4-Colour Digital Printing, Lamination and Book Binding		As per Sample
02.	Printing & supply of Booklet "PRACHESTA" – a Compendium of various Developmental & Welfare activities of the present B.O.A of HMC commemorating its 2-year tenure, e.g. August 2021- August 2023	100 Nos.	Size -6" x 9", 28 pages including Cover, Inner page 130 GSM Art Paper, Cover 250 GSM Art Paper, 4-Colour Digital Printing, Lamination and Book Binding		As per Sample

02. The rate quoted in the printed Letterhead of the Establishment shall be firm, un-conditional and inclusive of all taxes / duties etc and F.O.R. at our office basis. For further detail, interested bidders may contact the I.T. Supervisor, S.C.Cell, General Dept. at HMC Central Office, 4, M.G. Road, Howrah – 711101 on any working day.
03. The last date of submission of sealed Quotation along with self-attested copies of up-to-date Trade License, PAN & GST Certificate is **11.08.2023** up-to **13.30 hrs**. Quotations will be opened on the same day at **15.00 hrs**. or thereafter in the office chamber of the under-signed where the bidders may remain present.
04. 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.

Secretary,
Howrah Municipal Corporation

Endt. Memo No. 61/1(4) Gen/ 2023-24

Dated: August 5, 2023.

Copy forwarded for information to:

- 1) Hon'ble Chairperson, B.o.A., HMC;
- 2) The Commissioner, HMC;
- 3) The OSD (IT) – With request to upload the same in the official Website of HMC.
- 4) Office Notice Board,
- 5) Dept. Guard File Copy.

Secretary,
Howrah Municipal Corporation

Endt. Memo No. 61/1(5)Gen/ 2023-24

Dated: August 05, 2023.

Copy forwarded for information with request for wider circulation to:

- 1). Hon'ble Sabhadhipati, Howrah Zilla Parishad, 2). The Dist. Mazistrate, Howrah, 3). The SDO. Sadar, Howrah, 4) The CMOH, Howrah, 5) The CEO, HIT.

Secretary,
Howrah Municipal Corporation