



# HOWRAH MUNICIPAL CORPORATION

4, MAHATMA GANDHI ROAD, HOWRAH - 711 101

Tel: (+91-33) 2638-3211-13, Fax: (+91-33) 2641-2613

Stores Department

NIT

No:

01/NIT/ STORE/21-22

Sub.

Sealed tender is invited for supply of Swastha Swathi Form & Laxmir Bhandar Form & Flex

Date:

29/12/2021

Apropos above, sealed Item-rate Tenders are invited for and on behalf of the Chairman, 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. No.	Particulars of Items	Quantity	
01	Swastha Swathi Form (Size - A4, One Side Printing, 60 Gsm Paper, White Color Paper with Biswa Bangla Logo)	50,000 Pcs.	As per approved sample with specification
02	Laxmir Bhandar Form (03 Pages Form) Both side printing, Paper Size - A4, with stapler binding, 60 GSM	50,000 Pcs.	As per approved sample with specification
03	Laxmir Bhandar Form (02 Pages Form) Both side printing, Paper Size - Legal (8 1/2 & 13 1/2), 60 GSM, with Biswa Bangla Logo	50,000 Pcs.	As per approved sample with specification
04	Swastha Swathi Form (A, C, & D) (Size - A4, One Side Printing, 60 Gsm Paper, White Color Paper with Biswa Bangla Logo)	A - 15,000 Pcs. C - 5,000 Pcs D - 1,000 Pcs	As per approved sample with specification
05	Flex Complete with eyelid - 1440 sq. ft.	1440 sq ft	As per approved sample with specification

### 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 Letter head of the Establishment under Stamp and Signature of the Proprietor/ Authorised 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.
- 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.
- 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 thereof.
- Last date of submission is 10/1/2022 upto 15.00 Hrs. Tender to be dropped at Tender Box kept at the Office of the undersigned and the Tender will be opened at 15.30 hrs. On the same day.

Joydipree Roy  
29/12/2021

OC (Stores), 30/12/21  
Howrah Municipal Corporation