



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.

26/STORES/20-21

Subj.

As per Requirement of the Br-III & IV of H.M.C.

Date:

22/03/2021.

Appropos above, sealed Items-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 Item as per General Terms & Conditions mentioned below :-

Sl. No.	Particulars of Items	Quantity
1.	Fees Deposit Register. 300 Folio Register, Size-15" X 20". 100 GSM Ledger Paper. Rexin Binding.	4 Pcs Register. (2 Pcs Registers Br-III & 2 Pcs Registers Br-IV).

General Terms & Conditions :

- The supplier should have proper and up-to-date Certificate of Fulfilled (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 Signatory of the Firm. Quotation No. and date should invariably be mentioned there-on as also on the top of the sealed Envelope without which it would be summarily rejected.
- The rate to be mentioned in both figure and words and shall be inclusive of all taxes / duties and F. O. B. at our Door Step. No scope for change in rate and / or particulars of work 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 06/04/2021 up to 12.00 p.m. This Quotation to be dropped in Tender Box kept in the Office of the undersigned and the Quotation will be opened at 10.30 hrs. on the same day.

22/03/21

OC (Stores),

Howrah Municipal Corporation

Encl. Memo No.

Date

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) HO(DT), Howrah Municipal Corporation - with request to upload NIQ in the official Website of H. M. C.
- 6) Notice Board.

Submitted by

Joyasree Roy.
22/03/2021.

OC (Stores),

Howrah Municipal Corporation