



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.

14/STORES/20-21

Sub:

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

Date:

11/12/2020.

Apropos 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 Item as per General Terms & Conditions mentioned below :-

Sl. No.	Particulars of Items	Quantity
01	Mutation Form-2 (Saleable Form). Size -8 1/2" X 13 1/2". 60 GSM, White Paper. Both Side Printing & Sl No with Logo. Ads per approve Sample & Specification.	45,000 Pcs Form.

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 / 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 is16 /12/2020..... up to ..12.00 p.m..... Hrs. Quotation to be dropped at Tender Box kept at the Office of undersigned and the Quotation will be opened at 15.30 hrs. on the same day.

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,

Jayasree Roy.
11/12/2020.
Submitted by

OC (Stores),
Howrah Municipal Corporation