



Howrah Municipal Corporation

Bally Sub-Office

384, G. T. Road, Bally, Howrah.

Tel. No. 2654-2236 / 0079 Fax : 2654-7052

NIQ No. 005/stone/HMe/Bo/20-21

Dated : 04-02-2021

Sub. : Purchase of A-4 size Computer Printer Paper to be used at
Bally Sub-Office, Howrah Municipal Corporation.

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	A-4 Size Paper (75 GSM) Size : 21 cm x 29.7 cm.) (as per sample)	75 Reams (500 sheets per Ream)

General Terms & Conditions :

1. The Supplier should have proper and up-to-date Certificate of Enlisted (Trade License), I. T., P. T. & G.S.T. Certificate and necessary experience for supply of similar materials as mentioned above in previous years.
2. 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.
3. 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.
4. Incomplete and / or conditional quotation shall not be accepted.

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5. The Authority reserves the right to cancel the quotation, either partially or in full, without assigning any reason thereof.
6. Last date of submission is 10-02-2021 upto 15.00 Hrs. Quotation to be dropped at Tender Box kept at the Office of the undersigned and the Quotation will be opened at 15.30 hrs. on the same day.

[Signature]
Secretary,

Howrah Municipal Corporation
&

Officer on Special Duty,
Bally Sub-Office.

Endt. Memo No. HMC/BSC/0207/1-5/Store/Secy BOSA/20-21 Dated 04.02.2021
Copy forwarded for information to :-

- 1) The Commissioner, Howrah Municipal Corporation.
- 2) The I. T. Co-ordinator, Bally Sub-Office, Howrah Municipal Corporation
--- with request to upload NIQ in the official Website of H. M. C.
- 3) The Accounts & Finance Co-ordinator, ---- do ----.
- 4) All Notice Board, ---- do ----.
- 5) Record Section, ---- do ----.

[Signature]
Secretary,

Howrah Municipal Corporation
&

Officer on Special Duty,
Bally Sub-Office.

Endt. Memo No. HMC/BSC/0207/1-4/Store/Secy BOSA/20-21 Dated 04.02.2021
Copy forwarded for information with a request for wide circulation, to :-

- 1) The Rationing Officer, Bally-Belur.
- 2) The Superintendent, Belur State General Hospital.
- 3) The Superintendent, Jaiswal Hospital, Howrah.
- 4) The B. L. & L. R. O., Bally Jagacha, Howrah.

[Signature]
Secretary,

Howrah Municipal Corporation
&

Officer on Special Duty,
Bally Sub-Office.